REGULAR MEETING COUNCIL CHAMBERS
MONDAY, FEBRUARY 26, 2018 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 “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: Enrique Molina
C. PLEDGE TO THE FLAG
D. ROLL CALL

2. PROCLAMATIONS AND PRESENTATIONS
   - Council Commendation recognizing Black History Month, accepted by NAACP President Stacey Taylor
   - Mayoral Proclamation for Christmas on the Mountain, accepted by Tim Profit

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 & MINUTES
A. AGENDA: Meeting of February 26, 2018
B. MINUTES: February 12, 2018 Regular Meeting & February 20th Special Meeting

5. Consent Agenda Legislation
A. Award of Contract - for the 2018 Repaving Engineering Services to Great Valley Consultants, Wyomissing, in the amount of $77,334.00

B. Resolution - appointing Donald Pottiger as primary and Maria Kantner as alternate representatives on the Berks County Tax Collection Committee (TCC).

6. ADMINISTRATIVE REPORT

7. REPORT FROM OFFICE OF THE AUDITOR
8. REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS

None

9. ORDINANCES FOR FINAL PASSAGE

A. Bill 7-2018 – setting the salary of the Solicitor at $73,440 per annum *Introduced at the February 12 regular meeting*

B. Bill 8-2018 – authorizing the creation of the Mt. Penn Preserve Partnership Council of Government (MP3 COG) for Reading, the County, Alsace and Lower Alsace Townships and the Mt. Penn Borough to foster a cooperative effort to implement components from the Mt. Penn Master Plan and implement other regional initiatives that will improve the area *Introduced at the February 12 regular meeting; advertised Feb 19th*

C. Bill 9-2018 – authorizing a budget amendment in the Building Trades Division budget for the acquisition of vehicles *Introduced at the February 12 regular meeting*

D. Bill 10-2018 – amend the 2018 General Fund budget to record the proceeds of an AFG Grant from FEMA for the purchase of the Thermal Imaging Cameras designated to be purchased with the proceeds of the grant for the Suppression division of the Fire Department *Introduced at the February 12 regular meeting*

E. Bill 11-2018 – amend the 2018 General Fund Budget to fund an additional part time aide in the Zoning division and an additional part time paralegal in the Law department *Introduced at the February 12 regular meeting*

F. Bill 12-2018 – amend the 2018 Position Ordinance to create an additional part time aide in the Zoning division and an additional part time paralegal in the Law department *Introduced at the February 12 regular meeting*

G. Bill 13-2018 – amend the 2018 Budget by authorizing an appropriations transfer for costs associated with engineering design fees associated with the 6th & Canal Pump Station Force Main rehabilitation project, as required by the Consent Decree *Introduced at the February 12 regular meeting*

10. INTRODUCTION OF NEW ORDINANCES

A. Ordinance – authorizing an amendment of the 2018 budget to reflect the funding of upgrading the electrical service associated with the Fritz Island Waste Water Treatment Plant Upgrade in the amount of $900,000 to the Sanitary Sewers budget from the Retained Earnings line item
11. RESOLUTIONS
A. Resolution – reappointing Craig Breneiser to the Fire Civil Service Board
B. Resolution – reappointing John Dethoff to the Board of Health
C. Resolution – reappointing Richard Wagner to the Human Relations Commission

12. PUBLIC COMMENT – GENERAL MATTERS
Please see public speaking rules on second page

13. COUNCIL BUSINESS/COMMENTS

14. COUNCIL MEETING SCHEDULE

Monday, March 5
Nominations & Appointments Committee – Council Office – 4 pm
Strategic Planning Committee – Penn Room – 5 pm

Monday, March 12
Committee of the Whole – Penn Room – 5 pm
Regular Meeting – Council Chambers – 7 pm

Monday, March 19
Finance COW – Penn Room – 5 pm

Monday, March 26
Committee of the Whole – Penn Room – 5 pm
Regular Meeting – Council Chambers – 7 pm

15. BAC AND COMMUNITY GROUP MEETING SCHEDULE

Monday, February 26
DID Authority – 645 Penn St 1st floor – noon
District 7 Crime Watch – Holy Spirit Church – 7 pm

Tuesday, February 27
Environmental Advisory Council – Public Works – noon
Housing Authority Workshop – WC Building – 4 pm
Housing Authority – WC Building – 5 pm
Planning Commission – Penn Room – 6 pm
Penn’s Common Neighborhood Group – Penn’s Common meeting room – 7 pm
Wednesday, February 28
Main Street Board – DID office – 645 Penn St 1st floor – 3:30 pm
Parking Authority – Penn Room – 5:30 pm

Thursday, March 1
Police Civil Service Board – Penn Room – noon
RATS Technical Committee – County Planning – 1:30 pm

Monday, March 5
BCTV Board – BCTV studio – 8:30 am

Tuesday, March 6
Charter Board – Penn Room – 7 pm

Wednesday, March 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, March 8
Police Pension Board - 3rd floor conference room – 9:30 am
Outlet Area Neighborhood – St Mark’s Lutheran Church – 6:30 pm
Mt Penn Preserve – Mt. Penn Borough Hall - 6:30 pm

Sunday, March 11
College Heights Community Council – Nativity Lutheran Church – 7 pm

16. ADJOURN
Council President Waltman called the meeting to order.

The invocation was given by Nancy Lennert, President, Reading-Berks Conference of Churches.

All present pledged to the flag.

An executive session was held during the Committee of the Whole meeting regarding litigation and personnel.

ATTENDANCE
Council President Waltman
Councilor Sihelnik, District 1
Councilor Goodman-Hinnershitz, District 2
Councilor Twyman, District 3
Councilor Marmarou, District 4
Councilor Reed, District 5
Councilor Slifko, District 6
City Auditor D. Cituk
Acting City Solicitor J. Krafczek
City Clerk L. Kelleher
Managing Director G. Steckman
Mayor W. Scott

PROCLAMATIONS AND PRESENTATIONS
- Council Recognition to Carmello Harris for winning one of the awards at the 2018 MLK Banquet for demonstrating actions and traits similar to those exemplified by the late Martin Luther King Jr
- Council Commendation in recognition of the 120th anniversary of the sinking of the USS Maine, accepted by Annette Howe and the Sea Cadets

PUBLIC COMMENT
Council President Waltman stated that there are eleven (11) 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. No one objected. Councilor Reed read the public speaking rules that were adopted by Council.

**Troy Turner, of 622 Gordon St.**, distributed a draft resolution that would place a moratorium on fracking activities in the Delaware River Basin. He asked Council to consider adopting the resolution. He stated that the County Commissioners are in favor of a permanent ban on fracking activities in this area.

**Mark Ponce, of Temple**, stated that he has addressed Council three (3) times on the illegal truck parking lot at 1722 N 10th Street and that he has also brought the issue to the attention of several internal City offices; however, there has been no enforcement. He stated that although zoning has been denied the activity continues. He described the various issues that exist with this illegal use such as no PennDOT approved ingress/egress and curb cuts, a gravel parking lot rather than a permanent impervious surface to protect the environment, no business license, etc. He expressed the belief that various City offices are passing the buck rather than taking corrective action.

**Angela Zavala, of N. 10th St.**, was not present.

**Ernie Schlegel, of Pear St.**, described a law enforcement situation in Dade County Florida resulting in the arrest of a perpetrator and the termination of a police officer. He expressed the belief that the detention of a Reading Redevelopment Authority (RRA) employee and the seizure of records without a warrant or just cause constitutes illegal search and seizure. He noted that if the RRA truly wanted to destroy the records, they could have performed the act within the RRA offices, rather than removing the records from the building during business hours in broad daylight. He expressed the belief that this act was disgraceful and he asked Council to consider taking the proper next step.

**Joanne Lutz, speaking for her husband Russell Lutz, of Weiser St.**, stated that she and her husband reside on Fern Street and his mother prior to her death, owned the adjoining property. The property was left to them in her will. Since then the Property Maintenance Division has been attempting to schedule an inspection and has determined that their property is a rental unit. However, their daughter resides at the property. She stated that she has been unable to resolve this issue to correct the status of the property and she asked for assistance.

**Carol Riley, of S. 4th St.**, distributed educational material on the upcoming Purple Day – March 27th - recognizing epilepsy.
**Rei Encarnacion, of S. 15th St.,** requested more than three (3) minutes to address Council. The City Clerk noted that the two (2) individuals registered under Mr. Encarnacion wish to defer their time to Mr. Encarnacion. No member of Council objected.

Mr. Encarnacion stated that he wishes to clear up misconceptions and misinformation portrayed in the Reading Eagle newspaper article regarding the Reading Parking Authority’s (RPA) forensic audit and comments made by City officials relating to the audit. He provided a timeline starting with his appointment as interim executive director of the RPA in February 2016 followed by his subsequent appointment as executive director in August of 2016. He stated that Council was aware of the RPA’s financial woes worsened by the high contribution the City requested in 2015. He described the various problems he discovered and corrected when he began working for the RPA. He expressed the belief that the mayor and Council was aware that these problems were created by the former executive director. He stated the originally the mayor directed a forensic audit on February 24, 2016, focused on the previous administration. He stated that his requests to replace the finance director who resigned around May of 2016 was not approved until around May of 2017; however, the CPA that was hired resigned shortly after coming on board and his attempts to replace this professional were blocked. He noted that he received some assistance from a City accountant.

Mr. Encarnacion noted that the claims he is making are supported in the RPA meeting minutes which are posted on the City’s website. He noted that claims that he destroyed documents and financial records are false, noting that the documentation in the financial software used by the RPA cannot be destroyed or erased. He expressed the belief that the City caused many of the RPA’s financial problems as they used the RPA like an ATM machine. He also noted the problems that stemmed from the numerous board changes under the current mayor over the course of a year. He stated that he was very disappointed that the mayor refused to acknowledge the many problems he identified during his tenure as executive director.

**Sheila Perez, of Weiser St.,** noted the upcoming blood drive for cancer patients in the Shillington Strip Mall near the PennDOT driver’s center. She explained the definition of gerrymandering and the zip codes within Reading and the surrounding areas. She stated that there are approximately 280 City board, authority and commission seats. She expressed the belief that these seats are gerrymandered as Council continues to reappoint the same individuals to these seats. She stated that this gerrymandering prevents full citizen participation; although Council repeatedly expresses the belief that no one is interested in volunteering to fill these seats.
Maria Butler, of Birch St., requested that the City consider placing 627 Birch Street in the blighted property process due to the deteriorated condition of the property. She stated that the property receives electricity through an extension cord that runs into the rear of the property from the adjoining property. She expressed the belief that there are squatters residing in the property and that the property does not have a heating source, as there are frequently burned out space heaters littering the rear yard.

APPROVAL OF THE AGENDA & MINUTES
Council President Waltman called Council’s attention to the agenda for this meeting, including the legislation listed under the Consent Agenda heading and the minutes from the January 22nd Regular Meeting of Council. He announced the need to move the following contract awards from the Consent Agenda to the Resolution section:

- **B. Award of Contract** – for engineering services for the 42’ main required by the Consent Decree to Entech Engineering at a cost of $480,902

- **T. Award of Contract** – authorizing purchase of 2,116 Stadium Seats for First Energy Stadium to Contour Seats, Inc., 6530 Chapmans Road, Allentown, PA for $80,408.00.

Councilor Marmarou moved, seconded by Councilor Twyman, to approve the minutes from the January 22nd Regular Meeting of Council and the agenda, as amended, including the legislation remaining on the Consent Agenda. The motion was approved unanimously.

Consent Agenda

**A. Award of Contract** – for Home Technical Assistance to Urban Design Ventures, 212 East Seventh Avenue Homestead, PA for $20,000

**C. Resolution 13-2018** – appointing John Slifko to the EAC with Brian Twyman as alternate

**D. Resolution 14-2018** – appointing Brian Twyman to the Diversity Board

**E. Resolution 15-2018** – appointing Lucine Sihelnik, Jeff Waltman and Stratton Marmarou to the Local Development Authority (LRA)

**F. Resolution 16-2018** – appointing Brian Twyman to the Blighted Property Review Committee
G. **Resolution 17-2018** – appointing Donna Reed to the Reading Area Transportation Study with John Slifko as alternate

H. **Resolution 18-2018** – appointing Marcia Goodman-Hinnershitz and Brian Twyman to the Recreation Commission with Stratton Marmarou as alternate

I. **Resolution 19-2018** – appointing Brian Twyman to the Berks Community Action Program

J. **Resolution 20-2018** – appointing John Slifko as liaison to the Main Street Board with Lucine Sihelnik as alternate


L. **Resolution 22-2018** – appointing Donna Reed and Marcia Goodman-Hinnershitz to the Citizens Public Safety Committee

M. **Resolution 23-2018** – appointing Stratton Marmarou as liaison to the Stadium Commission

N. **Resolution 24-2018** – appointing John Slifko as liaison to the Shade Tree Commission

O. **Resolution 25-2018** – appointing Donna Reed as liaison to the Human Relations Commission

P. **Resolution 26-2018** – appointing Donna Reed as liaison to the BCTV Board

Q. **Resolution 27-2018** – appointing John Slifko and Lucine Sihelnik as liaisons to the Downtown Improvement District Authority with Brian Twyman as alternate

R. **Resolution 28-2018** – appointing Marcia Goodman-Hinnershitz to the Mt. Penn Preserve Executive Committee

S. **Resolution 29-2018** – authorizing the City of Reading to make payment of $12,000 for the purchase of Building Blocks web-based software

**ADMINISTRATIVE REPORT**

The managing director stated that he will address the issues identified at the Birch Street and Fern Street properties. He noted that the illegal parking lot at 1722 N 10th is currently in the judicial process which can create extensive lag time and make it appear
that the City is unresponsive. He stated that police officers have issued citations to the
owners of trucks that are currently parking there.

Councilor Slifko addressed the issue with the RRA identified by Mr. Schlegel, noting
that some council members are considering referring the issue to a higher law
enforcement authority for further review.

The mayor noted his continued support of Mr. Encarnacion as a citizen and as a
professional. He faulted previous administrations for missing records and errant
financial procedures. He expressed the belief that Mr. Encarnacion did his best under
the circumstances. He noted that many of the processes put in place by Mr.
Encarnacion are still being used. He noted his wish that the situation with Mr.
Encarnacion would have had a different outcome.

The managing director stated that new speed signs were ordered for Hampden Blvd. in
an attempt to quell the longstanding constant speeding on this state roadway. The first
sign will replace the sign in the 1700 block and a second sign will be placed in the
southbound lane across the street.

AUDITOR’S REPORT
City Auditor Cituk highlighted the report distributed to Council at the meeting, in
summary:

- Collection of the Admissions Tax from 2013-17
- Collection of the Real Estate Transfer Tax from 2013-17

The managing director inquired if rising mortgage interest rates will negatively impact the
collection of the Transfer Tax. The Auditor stated that he has not analyzed that data.

The managing director noted that the good management of the Santander Arena and the
SPAC has increased Admissions Tax revenue over the last five (5) years.

Councilor Goodman-Hinnershitz noted the need to address the Reading Symphony’s
Recent relocation to a suburban venue, rather than the SPAC. The managing director
expressed the belief that declining ticket sales was the impetus for the change in venues.

REPORT FROM DEPT. DIRECTORS, BOARDS, AUTHORITIES, & COMMISSIONS
Phil Rabena, Chair of the Zoning Hearing Board, thanked Council for the opportunity to
make this report about the board’s activities. He expressed the belief that the zoning staff,
solicitor and the appointed board members make a great team. He stated that he
appreciates the new level of sanity in the zoning office due to the experienced staff. He noted that the board has experienced an uptick in applications over the past months and he expressed the belief that people are beginning to recognize that zoning regulations work to protect property, rather than harm it.

Mr. Rabena highlighted the types of applications the board has considered over the past year. He noted that the zoning administrator competed an analytical report about the 56 applications, as is required by the PA Municipalities Planning Code (PaMPC). He thanked the zoning staff for their great work. He offered to supply a copy of the report to Council. He noted that some members of Council attend some zoning meetings and he suggested that they attend more often.

ORDINANCES FOR FINAL PASSAGE

A. Bill 4-2018 – approving three transfers within the 2017 Self Insurance Fund Budget: $21,000 from line item Water/Sewer Main Breaks into line item Premium Payments; $29,000 from Water/Sewer Main Breaks into line item Incurred Liability Claims; and $350,000 from line item W/C Claims Medical to line item Incurred Liability Claims

*Introduced at the January 8 regular meeting which was postponed to January 10 due to weather conditions*

Councilor Reed moved, seconded by Councilor Slifko, to enact Bill No. 4-2018.

Bill No. 4-2018 was enacted by the following vote:

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

B. Bill 5-2018 – amending the City Code to correct the definition of “Contaminated Waste/Biological Waste/Biohazard Waste” in Chapter 540 – Tattoo and Piercing Establishments, Section 540-103 Word usage and definitions

*Introduced at the January 8 regular meeting which was postponed to January 10 due to weather conditions*

Councilor Slifko moved, seconded by Councilor Reed, to enact Bill No. 5-2018.

Councilor Slifko explained that this amendment is merely a citation correction within the ordinance.

Bill No. 5-2018 was enacted by the following vote:
Yeas: Goodman-Hinnershitz, Marmarou, Reed, Sihelnik, Slifko, Twyman, Waltman, President - 7
Nays: None – 0

C. Bill 6-2018 - amending the City Code § 496-204 (A) Curbside Waste Collection Fee by providing clarification on the need to define the cost of the program annually by providing a report on the program’s revenues and expenses to City Council Introduced at the January 22 regular meeting

Councilor Reed moved, seconded by Councilor Goodman-Hinnershitz, to enact Bill No. 6-2018.

The managing director explained that a recent legal decision required this language clarification.

Bill No. 6-2018 was enacted by the following vote:

Yeas: Goodman-Hinnershitz, Marmarou, Reed, Sihelnik, Slifko, Twyman, Waltman, President - 7
Nays: None – 0

INTRODUCTION OF NEW ORDINANCES
Councilor Goodman-Hinnershitz read the following ordinance into the record:

A. Ordinance – setting the salary of the Solicitor at $73,440 per annum

B. Ordinance – authorizing the creation of the Mt. Penn Preserve Partnership Council Of Government (MP3 COG) for Reading, the County, Alsace and Lower Alsace Townships and the Mt. Penn Borough to foster a cooperative effort to implement components from the Mt. Penn Master Plan and implement other regional initiatives that will improve the area

C. Ordinance – authorizing a budget amendment in the Building Trades Division budget for the acquisition of vehicles

D. Ordinance – amend the 2018 General Fund budget to record the proceeds of an AFG Grant from FEMA for the purchase of the Thermal Imaging Cameras designated to be purchased with the proceeds of the grant for the Suppression division of the Fire Department

E. Ordinance – amend the 2018 General Fund Budget to fund an additional part time aide in the Zoning division and an additional part time paralegal in the Law department
F. Ordinance – amend the 2018 Position Ordinance to create an additional part time aide in the Zoning division and an additional part time paralegal in the Law department

G. Ordinance – amend the 2018 Budget by authorizing an appropriations transfer for costs associated with engineering design fees associated with the 6th & Canal Pump Station Force Main rehabilitation project, as required by the Consent Decree

RESOLUTIONS
A. Resolution 30-2018 – appointing Jan “JD” Krafczek as Solicitor

Councilor Marmarou moved, seconded by Councilor Goodman-Hinnershitz, to adopt Resolution No. 30-2018.

Councilor Goodman-Hinnershitz expressed her belief in Mr. Krafczek’s skill and ability to take on this challenging position. She noted that the Solicitor reports to both the mayor and City Council, as per the Charter. She expressed the belief that Mr. Krafczek can handle this slippery slope skillfully.

Councilor Slifko stated that while Mr. Krafczek is a skilled attorney who meets the qualifications defined in the Charter, he cannot support his appointment. He questioned why Mr. Krafczek followed the Mayor or Managing Director’s orders to participate in the January 22nd incident with RRA staff and RRA records.

Councilor Reed stated that she respects Mr. Krafczek and his legal ability; however, she questioned his ability to neutrally serve both the administrative and legislative branches of government due to his participation in the January 22nd incident involving the RRA staff and the RRA records. She noted that this is her personal opinion and she looks forward to working with Mr. Krafczek moving forward.

Council President Waltman noted his appreciation for Mr. Krafczek’s legal skills and ability demonstrated over the past months. He expressed the belief that he will bring excellent style and ability to the position.

Resolution No. 30-2018 was adopted by the following vote:

Yeas: Goodman-Hinnershitz, Marmarou, Sihelnik, Twyman, Waltman, President - 5
Nays: Reed, Slifko – 2

B. Resolution 31-2018 – reappointing Chad Spohn to the Plumbing Board
C. Resolution 32-2018 – appointing Aaron Ward to the Animal Control Board

D. Resolution 33-2018 – reappointing Donald Taddei to the Recreation Commission

Councilor Marmarou moved, seconded by Councilor Twyman, to adopt Resolution Nos. 31-33-2018.

Councilors Marmarou, Slifko, Goodman-Hinnershitz and Twyman noted the skill and experience these individuals bring to their respective boards. They thanked them for volunteering for the City.

Resolution Nos. 31-33-2018 was adopted by the following vote:

Yeas: Goodman-Hinnershitz, Marmarou, Reed, Sihelnik, Slifko, Twyman, Waltman, President - 7
Nays: None – 0

From the Consent Agenda:

B. Award of Contract – for engineering services for the 42’ main required by the Consent Decree to Entech Engineering at a cost of $480,902

Councilor Goodman-Hinnershitz moved, seconded by Councilor Reed, to approve the award of contract to Entech Engineering.

The award of contract was approved by the following vote:

Yeas: Goodman-Hinnershitz, Marmarou, Reed, Sihelnik, Slifko, Twyman, Waltman, President - 7
Nays: None – 0

T. Award of Contract - authorizing purchase of 2,116 Stadium Seats for First Energy Stadium to Contour Seats, Inc., 6530 Chapmans Road, Allentown, PA for $80,408.00.

Councilor Marmarou moved, seconded by Councilor Sihelnik, to approve the award of contract to Contour Seats, Inc.

Councilor Goodman-Hinnershitz explained that the Stadium is owned by the City and operated by the Fightin Phils; therefore the City is responsible for capital repairs to the facility.
The award of contract was approved by the following vote:

Yeas:  Goodman-Hinnershitz, Marmarou, Reed, Sihelnik, Slifko, Twyman, Waltman, President - 7
Nays: None – 0

COUNCIL COMMENT
Councilor Marmarou thanked everyone for attending tonight’s meeting and providing public comment.

Councilor Reed thanked Fire Chief Stoudt and the City Fire Department for their swift handling of the two (2) fires that occurred yesterday in District 5. She also thanked the Chief for communicating with her about the fires. She reminded everyone about Fausnacht Day tomorrow and the availability of fausnachts at Center Park Historic District.

Councilor Twyman acknowledged African American Heritage month and he congratulated Carmello Harris on receiving his recognition.

Councilor Goodman-Hinnershitz suggested that Mr. Lutz contact the City’s EAC about the fracking moratorium resolution. She described the Miss Teen Reading pageant that took place this past Saturday.

Councilor Sihelnik thanked everyone who spoke at and attended tonight’s meeting. She encouraged all to continue to attend and provide input. She also agreed with the need to address the fracking issue in the Delaware River Basin.

Councilor Slifko agreed that the EAC should address the fracking moratorium and the EAC can then make a recommendation to City Council. He stated that he and Councilor Goodman-Hinnershitz attended a meeting today regarding the in negative impact downtown businesses are experiencing due to the Penn Street Bridge rehabilitation project. He encouraged everyone to visit and support downtown businesses, as the Penn Street Bridge is not the only access point to downtown Reading.

Council President Waltman reviewed the upcoming Council meeting schedule.

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

Respectfully submitted by Linda A. Kelleher CMC, City Clerk
Council President Waltman called the meeting to order.

ATTENDANCE
Council President Waltman
Councilor Sihelnik, District 1 (via telephone)
Councilor Twyman, District 3
Councilor Marmarou, District 4
Councilor Reed, District 5
Councilor Slifko, District 6
City Auditor D. Cituk
Acting City Solicitor J. Krafczek
City Clerk L. Kelleher
Managing Director G. Steckman

PUBLIC COMMENT
Council President Waltman opened the floor for public comment. The City Clerk stated that no one was pre-registered to speak and there were no requests from those present. The public comment period was closed.

RESOLUTIONS

A. Resolution 34-2018– recognizing excused absences for city council members which arise out of maternity or FMLA related issues

Councilor Reed moved, seconded by Councilor Marmarou, to adopt Resolution No. 34-2018.

Councilor Reed expressed the opinion that Council should have considered this need years ago.

Councilor Slifko expressed the belief that this resolution flushes out the language in the Charter by referencing the FMLA requirements as defined by the federal Department of Labor.
Councilor Marmarou stated that by adopting this resolution Council is taking a proactive position.

Councilor Sihelnik thanked Council and the Solicitor for moving this resolution forward to ensure the individual rights of those elected to Council as they relate to federal FMLA regulations.

Councilor Reed agreed, noting that FMLA covers many issues that could affect an elected Council member’s ability to attend regular Council meetings.

Councilor Goodman-Hinnershitz arrived at the meeting,

Councilor Twyman stated that this is a common sense approach to an issue not considered when the Charter was written.

Councilor Goodman-Hinnershitz agreed with the need to adopt this language to define an excused leave for an elected Council member.

Resolution No. 34-2018 was adopted by the following vote:

Yeas: Goodman-Hinnershitz, Marmarou, Reed, Sihelnik, Slifko, Twyman Waltman, President - 7
Nays: None – 0

COUNCIL COMMENT
None.

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

Respectfully submitted by Linda A. Kelleher CMC, City Clerk
RECOMMENDATION
The recommendation is to award the contract for the 2018 Repaving Engineering Services to Great Valley Consultants, 75 Commerce Drive, Wyomissing, PA 19610 in the amount of $77,334.00.

BACKGROUND
The selected consulting firm will provide design, bidding and construction phase Services to assist Public Works with the 2018 Repaving Project. The goal of the 2018 Repaving Project is to resurface selected streets within the city utilizing milling and overlaying of the existing pavement with select base repairs and other improvements as determined by the Consultant. The project area included in the Repaving Project is:

- North 13th Street, between Spring Street and the City line north of Rockland St.
- North 8th Street, between Penn Street and North 9th Street.
- Washington Street, between 11th Street and Rose Garden Road.
- Cedar Street, between Walnut Street and Washington Street.
- Poplar Street, between Walnut Street and Washington Street.
- The crosswalk portions of the intersecting streets are included to the extent needed to satisfy ADA accessibility requirements.
- All associated curb ramps and crosswalks, plus curb ramps at 3 additional intersections at other locations in the City. The contractor will install the curb ramps as a design and build work item including pedestrian signals improvements at the signaled intersections. The Repaving Project includes approximately 95 sidewalk curb ramp quadrants and 3 pedestrian signaled intersections.

**BUDGETARY IMPACT**
The Department of Public Works has confirmed there are sufficient funds to cover the project in Account code: 35-07-00-4216. The total amount is $77,334.00.

**PREVIOUS ACTION**
None

**SUBSEQUENT ACTION**
Formal action by Council is required to award the contract at the February 12, 2018 meeting.

**RECOMMENDED BY**
Mayor, Managing Director, Acting Director of Administrative Services, Controller and Purchasing Coordinator.

**RECOMMENDED MOTION**
Approve/Deny the recommendation for the 2018 Repaving Project Engineering Services to Great Valley Consultants.

cc: File

Vendors responding to the RFP:
- McCarthy Engineering
- SSM
- Bogia Engineering
- Great Valley Consultants
- Traffic Planning and Design, Inc.
- Cedarville
RESOLUTION NO._______2018

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

Appointing Donald Pottiger as primary and Maria Kantner as alternate representatives on the Berks County Tax Collection Committee (TCC).

Adopted by Council ______________________, 2018

____________________________________
President of Council

Attest:

____________________________________
Linda A. Kelleher
City Clerk
AN ORDINANCE OF THE CITY OF READING SETTING FORTH THE SALARY OF THE SOLICITOR IN THE DEPARTMENT OF LAW.

THE CITY OF READING CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

SECTION 1. The salary of the Solicitor in the Department of Law shall be SEVENTY-THREE THOUSAND, FOUR HUNDRED-FORTY DOLLARS ($73,440) per annum, payable in equal bi-monthly installments, or as otherwise provided for by ordinance.

SECTION 2. All the ordinances or parts of ordinance which are inconsistent herewith are hereby repealed.

SECTION 3. 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_______________________, 2018

_______________________________
Jeffrey Waltman, 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 & MP3
Sponsored/Referred by: M. Goodman-Hinnershitz/Mt. Penn Preserve Exec Committee
AUTHORIZING THE CREATION OF THE MT. PENN PRESERVE PARTNERSHIP COUNCIL OF GOVERNMENT (MP3 COG) TO FOSTER A COOPERATIVE EFFORT TO IMPLEMENT COMPONENTS FROM THE MT. PENN MASTER PLAN AND IMPLEMENT OTHER REGIONAL INITIATIVES THAT WILL IMPROVE THE AREA

The ___________________ of the __________________________ hereby ordains as follows:

(governing body) (municipality)

Section One: It is the intention of the Townships of Lower Alsace and Alsace, the Borough of Mount Penn, the City of Reading and the County of Berks to establish a Council of Governments to foster a cooperative effort to explore and implement initiatives identified within the 2017 Mt. Penn Preserve Master Plan and to implement and resolve regional initiatives, to determine policies and to formulate concepts and programs to meet the needs of the Preserve region. The members agree as follows:

1. The name of the Council of Government shall be Mt. Penn Preserve Partnership Council of Government (MP3 COG).
2. The MP3 COG shall consist of members as listed in Exhibit A, representing the partner municipalities.
3. The MP3 COG shall be governed by the same regulations and or Laws that are applicable to the member governments and by the Articles of Agreement, attached as Exhibit A, which may be amended from time to time by the membership of the MP3 COG.
4. The MP3 COG shall embrace the following purposes:
   a. Forum: To serve as a forum to study, discuss and implement initiatives identified in the 2017 Mt. Penn Preserve Master Plan and other regional needs as they are identified for the area defined in Exhibit B.
b. Communication & Coordination: To provide an organizational structure necessary to ensure effective communications among all member organizations and the residents of the Mt. Penn Preserve area. To apply and administer governmental and non-governmental grants to improve the area.

c. Policies & Priorities: To develop and review policies, plans, and regulations that will encourage the type of appropriate development that will enhance and protect the natural resources of the Preserve.

d. Community Facilities & Services: To facilitate cooperative efforts, among existing law enforcement agencies, provide shared community facilities and services as well as the organizing and planning of regional events.

e. Regional Spokesman: To serve as a liaison with members of the community, governmental units and groups or organizations; and to serve as a regional spokesperson for the area.

f. Regional Review: To review and coordinate federal, state and local programs of regional importance.

5. The municipal members of the MP3 shall retain ownership, control and responsibility for the property and facilities they own within the Mt. Penn Preserve area, unless the member municipality negotiates with the MP3 to take over the management and control of the property or facility.

6. The MP3 shall have a term of ten (10) years. However, the member governments have the authority to withdraw from the MP3 annually, after providing 12 months’ notice of their desire to withdraw, as per Article IV.C. of the attached agreement.

Section Two: This Ordinance shall become effective ten (10) days after its enactment.

ENACTED ______________, 2018

_____________________________
Chair of Governing Body
ATTEST:

________________________________

Municipal Secretary/County 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: ________________
EXHIBIT A


PREAMBLE

We, the elected representatives of the local governments with an interest in the Mt. Penn Preserve, recognize that many of the problems and needs confronting this area are independent of political boundaries; that any solutions to our problems and the programs that we formulate to meet our common needs will have a greater chance of success if they are undertaken jointly and in a cooperative manner.

Therefore, the representatives of the Townships of Lower Alsace and Alsace, the Borough of Mount Penn, the City of Reading (each, a “Municipality” and together, the “Municipalities”), and the County of Berks (the “County”, and, together with the Municipalities, the “Government Members”) hereby join together to form the Mt. Penn Preserve Partnership Council of Governments (MP3 COG).

The overriding goal of the MP3 COG is to improve the quality of life for the residents of the area and for those who visit this area by exploring and implementing the initiatives identified in the 2017 Mt. Penn Preserve Master Plan, coordinating law enforcement activities, standardize permitting regulations and other issues identified by the participating Government Members. We believe that this goal can best be achieved through cooperative efforts by the Government Members. This involves combining our various resources to meet regional challenges which may be beyond our individual capabilities.

The key to the success of the MP3 COG is for all Government Members’ officials to exhibit a strong commitment to seek the solution of common problems within the context of the COG. We recognize that cooperation which is truly regional will sometimes entail some trade-offs, and we believe the results will provide better regional qualities than could be achieved by each individual Government Member in the area.

This agreement is to establish a council of governments in the Mt. Penn Preserve region as defined by the 2017 Master Plan and shown in Exhibit B. It does not create a new layer of government, or a super-government. It does provide a means of communication, cooperation and joint action in the interest of the municipalities individually and collectively.

ARTICLE I – NAME

The name of this organization shall be the “Mt. Penn Preserve Partnership Council of Governments” and henceforth may be referred to as the “MP3 COG.”

ARTICLE II – PURPOSE
The MP3 COG will meet at regular intervals to explore and implement initiatives within the Mt. Penn Master Plan, foster a cooperative effort to resolve regional problems, coordinate law enforcement activities, regulate permitting, provide coordinated promotion, to determine policies, and to formulate plans and programs to meet regional needs. The MP3 COG will embrace a number of purposes. These are:

A. **Forum:** To serve as a mutual forum to identify, discuss, study, and bring into focus regional issues and needs for those who reside in or visit the Mt. Penn Preserve area.

B. **Communication & Coordination:** To provide the organizational structure necessary to ensure the exploration and implementation of initiatives in the Mt. Penn Preserve Master Plan and produce effective communications and coordination among the municipal partners.

C. **Policies & Priorities:** To foster, develop, and review policies, plans, and priorities for regional growth and development and to conserve natural and cultural resources.

D. **Community Facilities & Services:** To facilitate cooperative efforts to provide organized community facilities, events and services.

E. **Regional Spokesperson:** To maintain a liaison with members, governmental units and groups or organizations and to serve as regional spokesperson for local governments to governmental units and organizations at the county, state, and federal levels.

F. **Staff Support:** To furnish general and technical staff support to Government Members as they direct or request, to promote and implement approved agreements, policies, projects and programs.

G. **Regional Review:** To review and coordinate federal, state, and local programs of regional importance and to apply for governmental and non-governmental grants to implement initiatives and programs.

**ARTICLE III - POWERS & SCOPE OF AUTHORITY**

As specified in the Act of December 19, 1996, Title 53, Pa. C.S.A. Section 2301 et. seq., municipalities may cooperate in the exercise or performance of their respective governmental functions, powers or responsibilities. It is the intention of the Government Members subscribing to these Articles of Agreement that the MP3 COG may establish any program and perform any function permitted in this agreement and future amended agreements subsequently agreed to by the participating Government Members, while recognizing the need for the MP3 COG to adhere to all Commonwealth laws and
regulations that apply to governmental agencies. In order to carry out these activities, it is hereby agreed that unless otherwise specified below, the MP3 COG may:

A. adopt ordinances and regulations that will be consistent across the preserve area to coordinate law enforcement, public safety, public services, permitting of events, marketing, etc.

B. employ staff permanent, temporary, part-time or full-time positions as necessary, according to adopted policies and establish employee benefit programs as needed;

C. apply for, receive, administer and dispense funds from municipal, state, federal agencies, or other sources;

D. acquire, manage, license, lease or dispose of real property, as specified in these Articles of Agreement and in accordance with executed contracts;

E. acquire, manage, license, or dispose of personal property owned by the MP3 COG as specified in these Articles of Agreement and in accordance with executed contracts;

F. establish an organizational structure as deemed necessary;

G. contract for services;

H. initiate, advise, aid in the establishment of or amend cooperative agreements among local governments in the region;

I. propose, initiate, implement or revise studies, policy discussions and plans for the MP3 COG;

J. make recommendations to any local governments or other appropriate agencies or entities; and,

K. take other actions consistent with enabling legislation and the terms of these Articles of Agreement.

**ARTICLE IV - MEMBERSHIP**

A. **Eligibility & Membership:** Voting membership on the MP3 COG Executive Committee shall be provided to one (1) elected official appointed by the governing body of each Government member, 1 municipal secretary or administrator appointed by each Government member, one (1) elected County Commissioner, and one (1) representative of the Berks County
Planning Commission, (each, a “member” and collectively, the “members” or the “membership”).

Non-voting membership shall be open to any organization designated by the voting membership.

B. Admission: Each Government Member must subscribe by ordinance to these Articles of Agreement and agree to be bound to the extent provided in these Articles and other agreements adopted by the MP3 COG.

C. Withdrawal: A member shall have the right to withdraw from the MP3 COG at the end of any calendar year by giving twelve (12) months prior written notice to the COG Chair. In the case of Government Members, this notice shall be in the form of an ordinance approved by the governing body of the Government Member. A Government Member’s withdrawal will in no way eliminate or lessen the financial obligation the municipality agreed to as a member of the MP3 COG.

D. Procedures and Responsibilities:

1. Meetings – The MP3 COG Executive Committee shall meet at least four (4) times a year. Meetings shall be held in accordance with the PA Sunshine Act 65 Pa. Cons. Stat. Section 261 et. seq. Additional meetings may take place upon call of the Chair or by request of two or more of the member municipalities. Members will be provided with forty-eight (48) hours’ notice about the meeting and the topic of the meeting. During the month of January, the MP3 COG Executive Committee shall conduct an organizational meeting to select Officers and designate regular meeting dates.

2. Responsibilities – As the general policy body, the MP3 COG Executive Committee is responsible both for considering and for carrying out the programs and functions agreed to by the participating municipalities. In accordance with all provisions of these Articles, the MP3 COG shall:

   a. annually elect officers as required;

   b. adopt a budget;

   c. resolve membership and participation questions;

   d. act on amendments to the Articles of Agreement, as approved by the Government Members;
e. act on all proposals to initiate, continue, modify, or discontinue any programs or functions of the MP3 COG;

f. If needed, consider and approve the hiring of staff and all related Human Resource policies determined to be necessary for the administration of the programs and policies of the MP3 COG

g. appoint a solicitor who is unaffiliated with the governments who are a party to this agreement;

h. apply for grants from any governmental or non-governmental agency, and

j. provide annual written reports on the activities of the MP3 COG to all members, through the municipal secretary and County Clerk.

E. Committees: The MP3 COG Executive Committee may establish such standing, special or ad hoc committees as deemed appropriate to conduct its business. Standing committees may include, but not be limited to: Finance & Capital, Promotions & Marketing, Public Safety & Public Services and Environmental & Land Use Committees.

ARTICLE V – FINANCING

Beginning in 2019, Government Members in the MP3 COG shall participate in funding the basic cost of the MP3 COG operations. To recognize their joint commitment to the MP3 COG, all five (5) Government Members shall equally share in funding the MP3 COG operations budget by remitting $2,000 annually.

A prioritized five (5) year capital plan will be drafted and presented to the Government Members for their consideration and approval. These costs shall be established by the MP3 COG Executive Committee in the annual budget, adopted by June 30th of each year and submitted to the Government Members by July 30th of each year for their consideration. Capital contributions, apart from the annual operations contribution, will be allocated on a per-project basis based on the nature and extent of each project and impact on the facility owned by the Government Member. Successful fundraising by the MP3 may reduce the amount of the Government Members capital contributions.

The Government Members shall remit their contributions no later January 31st of the following fiscal year. MP3 COG Government Members shall pay their share of MP3 COG operations and capital contributions within 35 days of the date of billing, no later than January 31st annually. Payments must be received or postmarked by the due date or a penalty of 10% will be assessed.

ARTICLE VI – TERM
The MP3 COG shall exist for a ten (10) year term. The term of the MP3 COG is renewable by the Government Members for a term as approved by the governing body of the Government Members. Members may withdraw from the MP3 COG as per Article IV.C. herein.

EXECUTED ON _____________, 2018
________________________________
County Commissioner Chair

ATTEST:
________________________________
County Clerk

EXECUTED ON _____________, 2018
________________________________
Reading Council President

ATTEST:
________________________________
City Clerk
Submitted to Mayor: ___________
Date: ___________
Received by the Mayor’s Office: ___________
Date: ___________
Approved by Mayor: ___________
Date: ___________
Vetoed by Mayor: ___________
Date: ___________ EXECUTED ON _____________, 2018
________________________________
Lower Alsace Township Board of Supervisors Chair

ATTEST:
________________________________
Municipal Secretary

EXECUTED ON _____________, 2018
________________________________
Alsace Township Board of Supervisors Chair

ATTEST:
________________________________
Municipal Secretary

EXECUTED ON _____________, 2018
Mt. Penn Borough Council President

ATTEST:

______________________________
Municipal Secretary
TO: City Council
FROM: Glenn Steckman, Managing Director
       Adrian Koerner, Building and Trades
       Division Manager
PREPARED BY: Don Pottiger, Controller
MEETING DATE: February 12, 2018
AGENDA MEMO DATE: February 7, 2018
RECOMMENDED ACTION: Council approval of a $48,900 transfer to provide funds for
the purchase of three vehicles currently leased by the Building & Trades division from the Capital Projects Fund.

RECOMMENDATION:
Administration recommends Council approval of the above changes to the 2018 Capital Projects Fund budget to provide funds to purchase 3 vehicles currently leased by the Building & Trades division, which are currently being leased.

BACKGROUND:
The Building & Trades Division has leased 3 vehicles for employee business use over the past 3 years. The lease are due to expire on April 15th, 2018. The Administration has performed a cost analysis of acquiring the leased vehicles at their stated purchase option price, as compared to purchasing 3 new vehicles. Based on the results of this financial analysis, the Administration has determined that the best option is to exercise the purchase option as stated in each of three lease documents.

BUDGETARY IMPACT:
None.

PREVIOUS ACTION:
None.

**SUBSEQUENT ACTION:**
The budget amendment to be approved by Council.

**RECOMMENDED BY:**
The Managing Director recommends approval.

**RECOMMENDED MOTION:**
Approve/Deny the amendments to the approved 2018 capital projects budget to provide funds to purchase 3 vehicles currently leased by the Building & Trades division.
The Council of the City of Reading hereby ordains as follows:

Section One: Council hereby authorizes amending the 2018 Capital Projects Fund budget in the amount of $48,900.00 to provide funds to purchase 3 vehicles used by the Building & Trades division which are currently being leased.

Section Two: The payment will be paid for by the increase in the Capital Projects Fund Community Development – Building & Trades – Vehicles budget line item (34-10-38-4803) for the amount of $48,900.00, and the line item will be funded by the increase in the Capital Projects Fund - Revenues from Future Capital Reserves budget line item (34-00-00-3636) for the amount of $48,900.00.

Section Three: 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 _________________________, 2018

_____________________________________
President of Council

Attest:

____________________________________
City Clerk

Sent to Mayor ______
Date: _________
Signed by Mayor ______
Date: _________
Vetoed by Mayor: ________
Date: _________
Over-ridden by Council:
Date: _________
TO: City Council
FROM: Glenn Steckman, Managing Director
       William Stoudt Jr. Fire Chief
PREPARED BY: William Stoudt Jr. Fire Chief
             Don Pottiger, Controller
MEETING DATE: February 12, 2018
AGENDA MEMO DATE: February 6, 2018
REQUESTED ACTION: Amend the 2018 General Fund budget to reflect
                   the approval of an Assistance to Firefighters Grant from FEMA in
                   the amount of $90,000 to be used to fund the purchase of Thermal
                   Imaging Cameras to be used by the Department of Fire and Rescue
                   Services.

RECOMMENDATION
The Managing Director recommends the above changes in the 2018 General Fund budget,
resulting from the receipt of an Assistance to Firefighters Grant, which is designated to fund
the purchase of Thermal Imagining Cameras to be used by the Department of Fire and Rescue
Services.

BACKGROUND
The City is to receive an AFG Grant from FEMA, which is designated to be used to fund the
purchase of the Thermal Imaging Cameras to be used by the Department of Fire and Rescue
Services. The administration has requested that these funds be made available to allow for the
obligations to be paid.

BUDGETARY IMPACT
The authorization of the amendment will not impact the overall budget.

PREVIOUS ACTIONS
None
**SUBSEQUENT ACTION**
Council to take action to approve an ordinance to amend the 2018 General Fund budget to record the proceeds of an AFG Grant from FEMA to the city and the purchase of the Thermal Imaging Cameras designated to be purchased with the proceeds of the grant.

**RECOMMENDED BY**
The Managing Director recommends approval.

**RECOMMENDED MOTION**
Approve/deny the ordinance amending the 2018 General Fund budget to record the proceeds of the AFG Grant from FEMA and the purchase of the Thermal Imaging Cameras designated to be purchased with the proceeds of the grant.
BILL NO. _____-2018
AN ORDINANCE
AMENDING THE 2018 GENERAL FUND BUDGET ORDINANCE -
AUTHORIZING AN APPROPRIATIONS TRANSFER WITHIN THE GENERAL
FUND IN THE AMOUNT OF $90,000 TO BUDGET FOR AN ASSISTANCE TO
FIREFIGHTERS GRANT FROM FEMA FOR THE PURCHASE OF THERMAL
IMAGING CAMERAS DESIGNATED BY THE GRANT.

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

Section One: Council hereby authorizes amending the 2018 General Fund budget in
the amount of $90,000.00 to reflect the proceeds of an Assistance to
Firefighters Grant from FEMA for the purchase of Thermal Imaging
Cameras for the Department of Fire and Rescue Services as designated
by the grant.

Section Two: The payment will be paid from the General Fund Fire – Suppression –
Machinery and Equipment budget line item (01-09-34-4802) for the
amount of $90,000.00, and the line item will be funded by the addition of
the General Fund Fire – Suppression - Grants and Gifts Revenue budget
line item (01-09-34-3554) for the amount of $90,000.00.

Section Three: 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 _________________________, 2018
_____________________________________
President of Council

Attest:

______________________________________
City Clerk

Sent to Mayor ______
Date: ___________
Signed by Mayor _____
Date: __________
Vetoed by Mayor: ________
Date: __________
Over-riden by Council:
Date: __________
BILL NO. _____-2018
AN ORDINANCE
AMENDING THE 2018 GENERAL FUND BUDGET ORDINANCE -
TO REFLECT THE FUNDING OF PART TIME POSITIONS FOR THE LAW
DAPRTMENT AND THE ZONING DIVISION AS PER THE AMENDED
POSITION ORDINANCE.

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

Section One: The 2018 General Fund Budget Ordinance is hereby amended by
changing the ordinance to reflect the funding of the amended position
ordinance, Bill No. xx-2018, approved at the February 26th City Council
meeting.

Section Two: The Zoning part time salary adjustments will be paid from increases in
the General Fund Zoning division Part Time Salaries budget line item
(01-10-37-4016) in the amount of $19,090.00, and will be funded by the
decrease in the General Fund Contingency budget line item (01-04-06-
4739) in the amount of $19,090.00.

The Law part time salary adjustments will be paid from increases in the
General Fund Law division Part Time Salaries budget line item (01-12-
12-4016) in the amount of $7,300.00, and will be funded by the decrease
in the General Fund Law department Contracted Services budget line
item (01-12-24-4216) in the amount of $7,300.00.

Section Three: 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 _________________________, 2018

_____________________________________
President of Council                         .

Attest:
TO: City Council  
FROM: Glenn Steckman, Managing Director  
PREPARED BY: Don Pottiger, Controller  
MEETING DATE: February 12, 2018  
AGENDA MEMO DATE: February 7, 2018  
REQUESTED ACTION: Authorize one part-time paralegal in the Law department and one additional part time aide in the Zoning division.

RECOMMENDATION
The Managing Director recommends the increase in part time staff in both the zoning division and the law department.

BACKGROUND
Currently, the city has authorized one active part-time aide in the zoning division. With the decrease in zoning inspectors from three to two, and with no decrease in the workload of the division, there is a greater need to have an additional part time aide to maintain the information necessary to continue to efficiently operate this division. The city has also recognized the additional workload in the law department, and identified the necessity to add a part time paralegal to maintain the information needed to effectively operate the department.

BUDGETARY IMPACT
The authorization of two active part-time positions will not impact the budget.

PREVIOUS ACTIONS
None

SUBSEQUENT ACTION
Council to take action to approve a resolution for the authorization of 2 additional active part-time positions for zoning and law.

RECOMMENDED BY
The Managing Director recommends approval.
RECOMMENDED MOTION
Approve/deny the resolution authorizing Council to take action to approve an ordinance for the authorization of two active part-time positions for zoning and law effective February 26, 2018.
BILL NO. _____-2018
AN ORDINANCE

AMENDING THE 2018 POSITION ORDINANCE - TO AUTHORIZE 1 PART-TIME POSITION IN THE LAW DEPARTMENT AND ADDING 1 ADDITIONAL PART-TIME POSITION IN THE ZONING DIVISION.

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

Section One: The 2018 Position Ordinance is hereby amended by changing the ordinance to authorize 1 part-time paralegal position and 1 additional part-time zoning aide.

Section Two: Persons hired into the aforementioned positions will be paid from the General Fund Law Part Time Wages budget line item (01-12-12-4016) and the General Fund Zoning Part Time Wages budget line item (01-10-37-4016). There is no expected budget impact.

Section Three: 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 _________________________, 2018

_____________________________________
President of Council

Attest:

_____________________________________
City Clerk

Sent to Mayor ______
Date: ___________
Signed by Mayor ______
TO: City Council
FROM: Glenn Steckman, Managing Director

PREPARED BY: Ralph Johnson, Public Works Director
Fred Eddinger, Manager, Utilities and Engineering

MEETING DATE: February 26, 2018
AGENDA MEMO DATE: February 20, 2018
RECOMMENDED ACTION: Approve appropriation transfer for costs associated with upgrade of electrical service at Fritz Island WWTP

RECOMMENDATION:
The Administration recommends Council to approve a $900,000 budget transfer from the Fund 54 Retained Earnings Fund, to the Fund 54 Sanitary Sewer Fees line item.

BACKGROUND: The budget transfer will cover the costs which Met Ed will charge to upgrade the electrical service to power the upgraded Fritz Island WWTP. The upgrade is necessary as upon completion of the construction of the upgraded plant there will be an increased electrical load that will exceed the capabilities of the City's existing electrical service by adding approximately 3.2 megawatts.

BUDGETARY IMPACT: None

PREVIOUS ACTION: None

SUBSEQUENT ACTION:
Budget transfer to be approved by Council.

RECOMMENDED BY:
Ralph Johnson, Director of Public Works.

RECOMMENDED MOTION:
Approve/Deny the transfer to the 2018 budget as presented.

Drafted by: Asst Solicitor
Referred by: Public Works
Introduced on: Feb 26, 2018
Advertised on: N/A

BILL NO. _____-2018
AN ORDINANCE
AMENDING THE 2018 GENERAL FUND BUDGET ORDINANCE-TO REFLECT
THE FUNDING OF UPGRADING THE ELECTRICAL SERVICE ASSOCIATED
WITH THE FRITZ ISLAND WASTE WATER TREATMENT PLANT UPGRADE

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

Section One: The 2018 General Fund Budget Ordinance is hereby amended by changing the ordinance to reflect the funding of upgrading the electrical service associated with the Fritz Island Waste Water Treatment Plant Upgrade.

Section Two: The associated costs will be paid from the Sanitary Sewers budget line item (54-07-43-4216) in the amount of $900,000 and the line item will be funded by the Retained Earnings line item (54-07-00-2980) in the amount of $900,000.

Section Three: 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 _________________________, 2018

_____________________________________
President of Council

Attest:

_____________________________________
City Clerk
Sent to Mayor ______
Date: ____________
Signed by Mayor ______
Date: ____________
Vetoed by Mayor: ______
Date: ____________
Over-ripped by Council:
Date: ____________
AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE MS4 POLLUTION REDUCTION PLAN (PRP) FOR THE CITY OF READING

WHEREAS, as part of the City’s National Pollutant Discharge Elimination System (NPDES) permit submittal, and pursuant to the Clean Water Act, the City is required to submit a Pollution Reduction Plan (Attachment “A”).

SECTION 1. Council hereby acknowledges and accepts the City’s Pollution Reduction Plan and authorizes it to be advertised.

SECTION 2. This Ordinance shall become effective within ten (10) days of the date of passage and approval by the Mayor or override of the Mayor’s veto.

Adopted__________________, 2018

_________________________________
Council President

Attest:

_________________________________
City Clerk
MS4 Pollutant Reduction Plan (PRP)
City of Reading

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GENERAL DESCRIPTION

City of Reading (the MS4) is located in Berks County. The City is a mix of residential, commercial, manufacturing and institutional land uses. The Urbanized Area (UA) from the 2010 census covers the entire City. The extents of the UA are shown on Figure #1 – City of Reading Urbanized Area Map. All maps associated with this document may be found in Section B.

Geographically, the city is largely bounded on the west by the Schuylkill River, on the east by Mount Penn, and on the south by Neversink Mountain.
SECTION A – PUBLIC PARTICIPATION

The newspaper ad and any public comments will be added here.
SECTION B – MAPS
SECTION C – POLLUTANTS OF CONCERN

There are four watersheds within the City as noted in the MS4 Requirements Table (provided later in this section) and identified in the table below. The overall watersheds are shown on the maps included in Section B. Their names and impairments are:

<table>
<thead>
<tr>
<th>Impaired Downstream Waters Name</th>
<th>Impairment</th>
<th>PaDEP Permit Appendix</th>
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</thead>
<tbody>
<tr>
<td>Schuylkill River</td>
<td>PCB</td>
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<td>Unnamed Tributaries to the Schuylkill River</td>
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<td></td>
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<tr>
<td>Wyomissing Creek</td>
<td>TMDL Plan - Siltation</td>
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<tr>
<td>Tulpehocken Creek</td>
<td>Nutrients</td>
<td>E</td>
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</tbody>
</table>

PaDEP requires that the MS4 address each impairment in accordance with the appendix noted. The Wyomissing Creek TMDL is addressed by the Wyomissing Creek Watershed Coalition which the City is a participating partner.

This leaves the Tulpehocken Creek Watershed. For those impairments that require the City to address impairments of nutrients, the MS4 is required to prepare a Pollutant Reduction Plan (PRP) that demonstrates that the pollutant reduction proposed in the PRP have been achieved within 5 years following the PaDEP’s approval of coverage under the General Permit. For the impairment of Nutrients, PaDEP considers that when siltation has been reduced by 10%, nutrients are reduced by the required 5%. This pollutant reduction plan demonstrates that City of Reading will reduce sediments by 10% in accordance with the General Permit requirements and therefore reduce nutrients by 5%. The City will install a rain garden within the existing grass island at the western end of Columbia Street. The island is part of the parking lot of the Berks County “Stone Cliff” Recreation Area but within the Columbia Street right-of-way.
SECTION D – DETERMINE EXISTING LOADING FOR POLLUTANTS OF CONCERN

Sewershed Mapping
As required by the original permit, City of Reading had mapped their entire storm sewer system prior to the current permit renewal. In order to meet the requirements of the permit renewal for load reductions, efficiently map sewersheds, and provide a PRP that identifies Best Management Practices (BMPs) that can meet the required 10% sediment reductions, the City has taken a very systematic approach to delineating storm sewersheds.

The overall storm sewersheds were delineated first, pursuing out areas not contributing to any MS4 outfalls. These maps were not finalized nor were existing loading calculations finalized until the City, along with its engineer, identified potential areas for BMPs. The Stone Cliff Recreation Area parking lot was considered as a prime location for a rain garden.

Existing Loading and Reduction Calculations
SSM chose to use the simplified method (excel spreadsheet) for the calculations. The data source for the impervious and pervious areas were developed from the 2011 National Land Cover Database (NLCD 2011). The BMP effectiveness utilized in this analyses are taken from the PaDEP BMP Effectiveness Values Table document 3800-PM-BCW0100m.
SECTION E – SELECT BMPs TO ACHIEVE THE MINIMUM REQUIRED REDUCTIONS IN POLLUTANT LOADING

The City of Reading has decided to consider two alternative locations of rain gardens (Alt “A” and Alt “B”) to address the required reduction of sediments for the Tulpehocken Creek watershed. Both locations are located in close proximity to each other along Columbia Street and just upstream of outfall #36.

Alternative “A”, at the intersection of Columbia Street and Wayne Street, is the current location (See Figure #1) proposed to meet the pollution reduction requirements. A “knock-out” will be provided within Columbia Street at the western corner at the intersection of Wayne Street. A rain garden within the knock out will be constructed. An outlet will be provided that runs behind the curb and then discharges to the gutter (the point at which the runoff currently flows).

A second location, Alternative “B” (also shown on Figure #1) is being considered. However, it lies within the Berks County Parks Department’s parking lot to the Stone Cliff Recreational Park and therefore will require that legal agreements will need to be prepared and agreed to by the County and the City. The City recognizes that since those agreements will take months to be prepared and acted upon or worse, not be fulfilled, that Alternative “A” will need to be constructed. Alternate “A” provides a means to meet the permit requirements should the agreement(s) not come to fruition.

As demonstrated in the spreadsheet on the previous page the required 10% sediment reduction will be achieved by constructing a rain garden immediately upstream of outfall #36 at either of the two locations.

The removal of 16,089 lbs/yr (Alt. “A”) or 15,202 lbs/yr (Alt. “B”) by the BMPs is greater than the 10% reduction requirement (12,799 lbs/year) and therefore the design meets the permit requirements for the watershed.
SECTION F - IDENTIFY FUNDING MECHANISM(S)

Background
The City of Reading realizes the importance to establish a designed infrastructure to reduce pollution being transmitted to our waterways and, even more importantly, properly plan for the installation of such facilities, including how to fund the costs of these installations. A proper sequencing plan of installations and a pro-active funding plan increase the potential for success to accomplish our goals of reducing our waterway pollution.

The City consists of roughly 10.3 square miles. As of 2010, the population was just over 88,000 people. The primary funding source for this type of facility is the City's sewer revenue fund and the City's General fund is the secondary source. Presently, the City has not created a storm sewer user fee to pay for the implementation and maintenance of the BMPs to be installed as part of the Pollutant Reduction Plan. The present plan is to cover these costs through the funds noted above. However, the City will consider other options should they become available (e.g. grants, volunteers, etc.) or if they deem other methods (e.g. storm sewer user fee, etc.) to be a better means to fund these projects.

Without grants or other financial assistance, the City’s anticipated cost to construct the rain garden is $50,000. The City will own and maintain the rain garden and will be maintained in accordance with proper BMP maintenance protocols. The estimated annual maintenance cost for the bioswales is approximately $500.

Goal
The goal of the City of Reading BMP Installation and Financing Plan is to lay out a specific set of criteria to install and finance our Best Management Practice sites to achieve measurable milestones and goals. This set of specific criteria shall be kept simple for continuity purposes with any stuff changes yet detailed enough to provide accountability by the City. The program shall be arranged to allow some flexibility in the event of extenuating circumstances taking place outside of the City of Reading Pollutant Reduction Plan that may conflict with or impact the ability to implement this plan.

SSM File 100735.0016
Strategies to Achieve Measurable Goals
The next MS4 Permit period will contain five years from March 16, 2018 through March 15, 2023. This allows time for the City to plan, prepare, and arrange financing to complete the required BMP facilities within the five-year period. Obviously, due to the nature of the work, these BMP facilities will need to be constructed during suitable weather conditions free from freezing temperatures.

Timing of Projects
The rain garden will not likely be constructed until the 3rd or maybe even the 4th year of the permit. This will allow the City to properly prepare for the project, complete topographical surveys, and adjust for any design modifications. This two-year period will also allow the City to reinforce the financial planning of the project. However, the City of Reading is only committing to have the facility required to meet the lead reduction requirements constructed and functioning by the end of the permit period.

Method of Installation
The City of Reading will publicly bid the project and their engineer or in-house staff will oversee the construction.

Financing
All material, labor and equipment costs associated with the installation of these facilities will be paid for through City’s sewer revenue fund. Presently, the City of Reading has not created a Storm Sewer User Fee. If it is determined that the funding source must be altered, that determination will be made depending upon the most prudent course of action in implementing the PRP.
SECTION G – IDENTIFY RESPONSIBLE PARTIES FOR OPERATION AND MAINTENANCE (O&M) OF BMPS

Once the rain garden is completed, routine maintenance will be completed by the City. However, should any maintenance or repairs extend beyond their capabilities, the City will hire a contractor that is capable of providing the appropriate services. However, Berks County has previously indicated that they wanted to reconfigure portions of the parking lot. If such a project moves forward, it may be possible that the County would take ownership and/or maintenance of the facility.
SECTION H – INTERGOVERNMENTAL AGREEMENT(S)

Berks County Conservation District MOU

Berks County MS4 Steering Committee Ordinance

Wyomissing Creek Watershed Coalition ordinance/resolution/membership
RESOLUTION NO.__________________

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

That Craig Breneiser is reappointed to the Fire Civil Service Board with a term ending September 9, 2021.

Adopted by Council ______________________, 2018

______________________________
President of Council

Attest:

______________________________
Linda A. Kelleher
City Clerk
RESOLUTION NO.__________________

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

That John Dethoff is reappointed to the Board of Health with a term ending December 31, 2022.

Adopted by Council _________________, 2018

__________________________________________
President of Council

Attest:

__________________________________________
Linda A. Kelleher
City Clerk
RESOLUTION NO.__________________

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

That Richard Wagner is reappointed to the Human Relations Commission with a term ending February 14, 2022.

Adopted by Council ______________________, 2018

________________________________________
President of Council

Attest:

________________________________________
Linda A. Kelleher
City Clerk