

BOROUGH OF WYOMISSING – COUNCIL MINUTES

NOVEMBER 9, 2021 – 7:00 P.M.

The Borough of Wyomissing Council held their regular meeting in the Borough of Wyomissing Council Chambers on the above date and time. Council President Thomas M. Moll called the meeting to order at 7:00 p.m. with the following persons present: William S. Jenckes, John C. Woodward, Stephen D. Brunner, Jody W. Menon, and Keith L. Derr; Mayor Frederick C. Levering, Borough Solicitor Christopher J. Hartman, Borough Engineer Jim McCarthy, Assistant Borough Manager & Economic Development Coordinator Michele Bare, Police Chief John Phillips, Treasurer Gregory L. Portner, Public Works Director James V. Babb, Parks and Recreation Director Dan Macrina, and Borough Secretary Melissa Miller. The following person was absent: Councilmember Thomas M. Bausher.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

VISITORS:

Jen Reimer – 19 Merrymount Road
Jana Barnett – 1238 Cleveland Avenue
Barbara and David Reeser – 1110 Fairview Avenue
James Margrave– 1601 Old Mill Road
Emilia Hutchinson– 1631 Garfield Avenue

PUBLIC COMMENTS (agenda items):

No public comment was provided

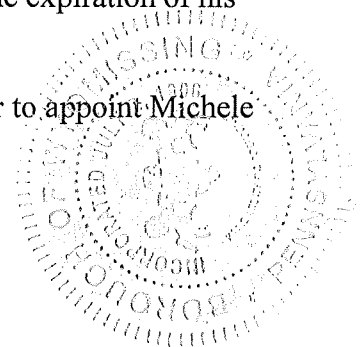
EXECUTIVE SESSION:

Council President Moll announced an executive session was held before the meeting to discuss personnel matters.

Councilmember Woodward made a motion, seconded by Councilmember Brunner to amend the agenda to discuss the Borough Manager position, all in favor, 6-0. No public comment was provided.

Councilmember Jenckes made a motion, seconded by Councilmember Derr to ratify the approval to place Borough Manager Pat Brandenburg on administrative leave until the expiration of his contract on January 3, 2022, all in favor, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Derr to appoint Michele Bare as the acting Borough Manager, all in favor, 6-0.



RESOLUTION NO. 2021-23- A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF WYOMISSING, BERKS COUNTY, PENNSYLVANIA AUTHORIZING AND IMPLEMENTING CHANGES TO THE DESIGNATED PENSION PLAN OFFICIALS FOR THE BOROUGH PENSIONS, SPECIFICALLY NATIONWIDE PENSION CASES 632-80006, 632-80007 AND 632-80043

Councilmember Brunner made a motion, seconded by Councilmember Jenckes to adopt Resolution No. 2021-23, as to designating pension plan officials, all in favor, 6-0.

RESOLUTION NO. 2021-24- A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WYOMISSING, BERKS COUNTY, PENNSYLVANIA, APPOINTING THE BOROUGH SECRETARY, MELISSA MILLER AS THE OPEN RECORDS OFFICER AND APPOINTING THE ACTING BOROUGH MANAGER, MICHELE BARE AS DEPUTY OPEN RECORDS OFFICER FOR THE BOROUGH

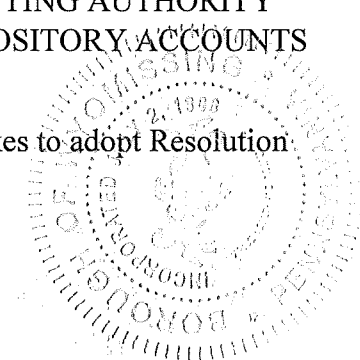
Councilmember Menon made a motion, seconded by Councilmember Jenckes to adopt Resolution No. 2021-24, as to designating Open Records officers, all in favor, 6-0.

RESOLUTION NO. 2021-25- A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WYOMISSING, BERKS COUNTY, PENNSYLVANIA, AMENDING RESOLUTION 2017-02 AS AMENDED RECENTLY BY RESOLUTION 2021-04 TO REVISE THE DELEGATION OF APPOINTING AUTHORITY FOR SIGNATORIES ON THE BOROUGH'S CUSTOMERS BANK DEPOSITORY ACCOUNTS TO THE ACTING BOROUGH MANAGER AND TREASURER

Councilmember Woodward made a motion, seconded by Councilmember Jenckes to adopt Resolution No. 2021-25, as to designating Customers Bank signatories, all in favor, 6-0.

RESOLUTION NO. 2021-26- A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WYOMISSING, BERKS COUNTY, PENNSYLVANIA, AMENDING RESOLUTION 2018-06 TO REVISE THE DELEGATION OF APPOINTING AUTHORITY FOR SIGNATORIES ON THE BOROUGH'S VIST FINANCIAL DEPOSITORY ACCOUNTS TO THE ACTING BOROUGH MANAGER AND TREASURER

Councilmember Derr made a motion, seconded by Councilmember Jenckes to adopt Resolution No. 2021-26, as to designating Vist Bank signatories, all in favor, 6-0.



RESOLUTION NO. 2021-27- A RESOLUTION OF COUNCIL APPOINTING THE INDIVIDUALS NAMED HEREIN TO REPRESENT ALL MUNICIPALITIES THAT LIE IN THE WYOMISSING AREA SCHOOL DISTRICT ON THE BERKS COUNTY TAX COLLECTION COMMITTEE EXECUTIVE COMMITTEE

Councilmember Jenckes made a motion, seconded by Councilmember Menon to adopt Resolution No. 2021-27, as to appointing a representative to the Berks County Tax Collection Executive Committee, all in favor, 6-0.

RECEIPT OF REPORTS: On motion duly made, seconded and passed, Council received all reports submitted for consideration.

COUNCIL MINUTES: On motion duly made, seconded and passed, Council approved the minutes of the meeting of October 12, 2021.

CONSULTING ENGINEER'S REPORT: On motion duly made, seconded and passed, Council approved the Consulting Engineer's report dated November 9, 2021.

Borough Engineer Jim McCarthy reviewed the report, noting that several escrows will be closed out before the end of the year.

POLICE DEPARTMENT & MAYOR'S REPORT: On motion duly made, seconded and passed, Council approved the Police Department & Mayor's report dated November 9, 2021.

Police Chief John Phillips reviewed the report, sharing with Council that the body and vehicle cameras have been received, as well as the peripherals being installed in the office to run the camera equipment. The in car cameras will be installed in December with training occurring between January and February 2022. The grant reimbursement for the cameras has been received already.

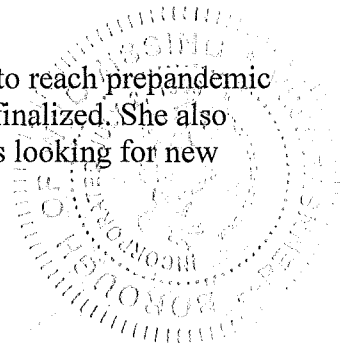
FIRE COMMISSIONER'S REPORT: On motion duly made, seconded and passed, Council approved the Fire Commissioner's report for October 2021.

Councilmember Jenckes reviewed the report.

LIBRARY BOARD REPORT: On motion duly made, seconded and passed, Council approved the Library Committee report dated October 18, 2021.

Councilmember Menon reviewed the report.

Councilmember Menon shared with Council that programs are beginning to reach prepandemic levels, a new children's librarian has been hired, and the budget has been finalized. She also shared that the Board is working on the membership program, the Board is looking for new members, and holiday raffle basket tickets are available for purchase.



RECREATION BOARD REPORT: On motion duly made, seconded and passed, Council approved the Recreation Board report dated October 19, 2021.

Councilmember Brunner reviewed the report.

Councilmember Brunner commended the Recreation Board and the Parks and Recreation Director Dan Macrina for a successful Spooky Hollow event, as well as the November Star Gazing event.

Councilmember Brunner made a motion, seconded by Councilmember Jenckes to approve the appointment of Cadence Hoke and Bianca Flowers as student representatives to the Recreation Board, all in favor, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Woodward to approve the proposed 2022 Recreation Fee increases as follows; raising adult exercise classes by \$25, tennis lessons by \$5 in each tier, playground fees by \$50 for the first two children, and \$40 for each child after, increase pool membership rates by \$50 for each tier, as well as an increase of \$50 for the group swimming lessons for both pool members and non-pool members. Upon further discussion, the Board also suggested increasing the guest pass booklet to \$80, swimnastics by \$25 for both pool members and non-pool members, increase twilight swim rates to \$6, and the daily rates for residents to \$10, and \$12 for guests, all in favor, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Jenckes to approve the proposed 2022 summer staff wage increase to \$8.75 per hour for playground staff, front desk staff, snack bar staff and lifeguards. Returning staff for two or more years will start at \$12.00 per hour. Assistant pool managers and playground supervisors will start at \$14.50 per hour, with pool managers and playground coordinators starting at \$17.00 per hour, all in favor, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Derr to approve the resumption of discounted amusement ticket sales for 2022, all in favor, 6-0.

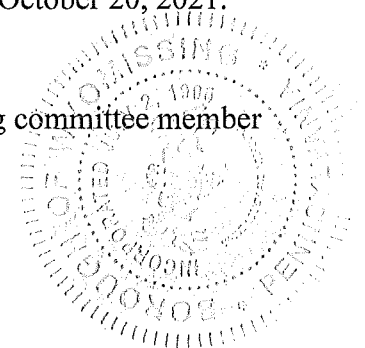
Councilmember Brunner made a motion, seconded by Councilmember Menon to approve the resumption of the adult exercise program in early 2022. The operation of the program on a monthly basis will be contingent upon the monthly enrollment number being four or more participants to ensure the program meets or exceeds the breakeven dollar amount, all in favor, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Jenckes to approve the addition of a Holiday Lights Run in old Wyomissing, the Hills, and Berkshire Heights sections of the Borough, to the schedule of Recreation activities for 2021, all in favor, 6-0.

REFUSE & RECYCLING COMMITTEE REPORT: On motion duly made, seconded and passed, Council approved the Refuse & Recycling Committee report dated October 20, 2021.

Councilmember Jenckes reviewed the report.

Councilmember Jenckes thanked Borough resident and Refuse & Recycling committee member Mary Ann Reardon for another successful trash collection event.



FINANCE AND ADMINISTRATION COMMITTEE REPORT: On motion duly made, seconded and passed, Council approved the Finance and Administration Committee special budget meeting report dated October 21, 2021.

Councilmember Brunner had no further review of the report.

FIRE AND POLICE COMMITTEE REPORT: On motion duly made, seconded and passed, Council approved the Fire and Police Committee report dated October 25, 2021.

Councilmember Jenckes reviewed the report.

Councilmember Jenckes indicated there was public comment during the committee meeting, pertaining to people parking at the bus stop in the vicinity of 401 Oley Street, to pick up their children, and are taking up spaces for residents to park. The committee suggested the Borough administrative staff, the Police Chief, and the school district determine if the bus stop could be moved to the multimodal lot. To date, there has been no formal response from the school district.

Councilmember Jenckes made a motion, seconded by Councilmember Woodward to approve the installation of a "No Outlet" sign on Timberline Drive, all in favor, 6-0.

Councilmember Jenckes made a motion, seconded by Councilmember Derr to deny the handicapped parking space request at 944 Penn Avenue, all in favor, 6-0.

Councilmember Jenckes made a motion, seconded by Councilmember Menon to approve the Turkey Trot 5K to be held on November 25, 2021, all in favor, 6-0.

Councilmember Jenckes made a motion, seconded by Councilmember Derr to approve the 2022 Animal Rescue League contract in the amount of \$11,144, and authorize the Acting Borough Manager to execute the contract, all in favor, 6-0.

INFRASTRUCTURE COMMITTEE REPORT: On motion duly made, seconded and passed, Council approved the Infrastructure Committee report dated October 25, 2021.

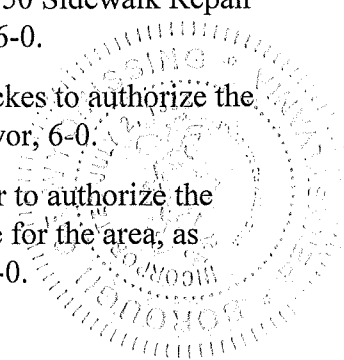
Due to Councilmember Bausher's absence, Councilmember Brunner reviewed the report.

Councilmember Brunner made a motion, seconded by Councilmember Woodward to authorize payment of Payment Application No. 2 in the amount of \$77,618.95 for 2021 Sanitary Sewer Rehabilitation & Televising, to Sewer Specialty Services Company, Inc., all in favor, roll call vote, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Jenckes to authorize payment of Payment Application No. 2 in the amount of \$23,957.10 for 50/50 Sidewalk Repair work, Affordable Paving and Excavating, LLC., all in favor, roll call vote, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Jenckes to authorize the rejection of all bids received for the Public Works Facility project, all in favor, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Derr to authorize the removal of the degrading pin oak trees, and replace them with trees suitable for the area, as decided by Borough administration and shared with Council, all in favor, 6-0.



Councilmember Brunner made a motion, seconded by Councilmember Menon to accept McClosky Mechanical, Inc. as the lowest qualified bidder at \$48,017.68 for the Library HVAC work, all in favor, 6-0.

Council President Moll made a motion, seconded by Councilmember Brunner to authorize immediate enforcement actions as outlined in the Borough Ordinance, upon approval of this motion, of all signage including political signs placed on Borough owned properties and right-of-ways, as well as prepare letters to political parties in regards to the strict enforcement of the Borough Ordinance, all in favor, 6-0.

PERSONNEL COMMITTEE REPORT: On motion duly made, seconded and passed, Council approved the Personnel Committee report dated October 26, 2021.

Due to Councilmember Bausher's absence, Councilmember Menon reviewed the report.

Councilmember Menon made a motion, seconded by Councilmember Derr to approve the salary market adjustment for the Acting Borough Manager, and authorize the Acting Borough Manager to complete the personnel action, all in favor, 6-0.

Councilmember Menon made a motion, seconded by Councilmember Brunner to approve the hiring of the temporary Business Office assistant as a part-time Borough employee, and authorize the Acting Borough Manager to pay the final recruitment fee for Office Team temporary employment services and discontinue their services, all in favor, 6-0.

PARK & SHADE TREE COMMISSION REPORT: On motion duly made, seconded and passed, Council approved the Park & Shade Tree Commission report dated October 27, 2021.

Councilmember Jenckes reviewed the report.

Councilmember Jenckes shared with Council that New Castle Landscaping will be donating the cost to repair the Wyomissing Hills Veteran's Memorial and ADA pathway access, in the amount of \$14,500, so no further action is needed on the motion that was made during the Commission meeting.

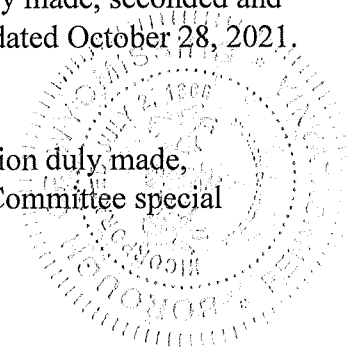
Council President Moll made a motion, seconded by Councilmember Jenckes to approve sending a thank you letter to New Castle Landscaping for their donation, all in favor, 6-0.

Councilmember Jenckes also mentioned that the Park & Shade Tree Commission was in favor of removing the degrading trees in Centennial Circle, and no further action is needed on the motion since Council approved the Infrastructure committee motion pertaining to the trees.

ECONOMIC DEVELOPMENT COMMITTEE REPORT: On motion duly made, seconded and passed, Council approved the Economic Development Committee report dated October 28, 2021.

Councilmember Woodward reviewed the report.

FINANCE AND ADMINISTRATION COMMITTEE REPORT: On motion duly made, seconded and passed, Council approved the Finance and Administration Committee special budget meeting report dated October 29, 2021.



Councilmember Brunner had no further review of the report.

PLANNING COMMISSION REPORT: On motion duly made, seconded and passed, Council approved the Planning Commission report dated November 1, 2021.

Councilmember Woodward reviewed the report.

Councilmember Woodward made a motion, seconded by Councilmember Derr to grant conditional final plan approval for the Wyomissing Hills Elementary School Preliminary/Final Plan, subject to all review comments in McCarthy Engineering's review letter dated October 14, 2021, all in favor, 6-0.

FINANCE AND ADMINISTRATION COMMITTEE REPORT: On motion duly made, seconded and passed, Council approved the Finance and Administration Committee report dated November 4, 2021.

Councilmember Brunner reviewed the report.

Councilmember Brunner made a motion, seconded by Councilmember Jenckes to approve advertisement of the 2022 proposed budget, with the inclusion of the \$50,000 towards 2022 sewer work, and no tax increase, all in favor, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Derr to approve advertisement of the amended 2022 meetings dates, all in favor, 6-0.

RESOLUTION NO. 2021-22- A RESOLUTION OF THE BOROUGH OF WYOMISSING REVISING AND UPDATING THE BOROUGH'S FEE SCHEDULE

Councilmember Brunner made a motion, seconded by Councilmember Menon to adopt Resolution No. 2021-22, as to establishing the 2022 Fee Schedule, all in favor, 6-0.

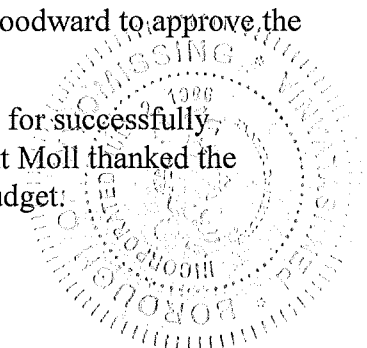
Councilmember Brunner made a motion, seconded by Councilmember Jenckes to accept the FEMA grant expenditure of \$14,054 towards applicable items as outlined in the FEMA grant guidelines, of which \$12,776 is reimbursable, with the balance of \$1,278 being the Borough's 10% match obligation, all in favor, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Menon to accept tranche 1 of the American Recovery Plan received in 2021 in the amount of \$556,579, to be applied towards 2020 lost revenue, all in favor, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Derr to approve the change order received and signed by Kautter & Kelley Architects and Dolan Construction, to move the Borough Hall renovation project to 2023, all in favor, 6-0.

Councilmember Brunner made a motion, seconded by Councilmember Woodward to approve the billboard lease with Oaktree Outdoor Advertising, all in favor, 6-0.

Councilmember Brunner thanked Borough Solicitor Christopher Hartman for successfully negotiating the Oaktree Outdoor Advertising Lease, and Council President Moll thanked the Finance and Administration committee for a job well done on the 2022 budget.



BOROUGH MANAGER'S REPORT: On motion duly made, seconded and passed, Council approved the Borough Manager's report dated November 9, 2021.

Acting Borough Manager Bare reviewed the report.

Acting Borough Manager Bare indicated the Joint Municipal Authority meeting minutes of September 13, 2021 and Western Berks Water Authority meeting minutes of October 18, 2021 are in the Council packets for review.

Acting Borough Manager Bare noted that correspondence sent to Penn Dot regarding painting of the Park Road Bridge including support from Senator Judy Schwank by email on November 1, 2021 is in the Council packet for review, as is the correspondence from the Berks County Commissioners in regards to a vacancy on the Reading Area Transportation Study Coordinating Committee. The deadline for submission is December 10, 2021.

Acting Borough Manager Bare respectfully requested approval of the Police Collective Bargaining agreement for January 1, 2022 through December 31, 2024.

Councilmember Jenckes made a motion, seconded by Councilmember Brunner to approve the Police Collective Bargaining agreement for January 1, 2022 through December 31, 2024, all in favor, 6-0.

Acting Borough Manager Bare respectfully requested approval for Fire Line Equipment to broker the sale of the Fire Department 2013 Seagrave Aerialscope once the Diesel Exhaust Sensor is replaced. The Solicitor has reviewed the listing agreement.

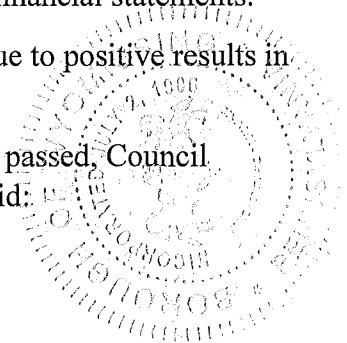
Councilmember Brunner made a motion, seconded by Councilmember Derr to approve Fire Line Equipment to broker the sale of the Fire Department 2013 Seagrave Aerialscope once the Diesel Exhaust Sensor is replaced, all in favor, 6-0.

Acting Borough Manager Bare indicated the trees at 1501 and 1437 Cleveland Ave have been removed, the Borough has been registered to participate in the National Opioid Settlement through the Attorney General's Office, and the Borough website is continuously updated with the latest Borough information as well as a link to COVID 19 Vaccination Information.

TREASURER'S STATEMENT OF OPERATIONS: On motion duly made, seconded and passed, Council approved the Treasurer's Statement of Operation and all financial statements.

Treasurer Gregory Portner noted that no tax increase will occur in 2022 due to positive results in 2021.

ACCOUNTS PAYABLE REPORT: On motion duly made, seconded and passed, Council approved the Accounts Payable report outlining the following invoices paid:



General Fund	\$ 603,351.87
Water Fund	159,107.27
Sewer Fund	83,411.51
Refuse Fund	63,824.36
Liquid Fuels Fund	<u>22,594.70</u>

\$ 1,232,289.71

TAX COLLECTOR'S REPORT: On motion duly made, seconded and passed, Council approved the Tax Collector's report for the month of October 2021.

Treasurer Gregory Portner had no further review of the report.

Old Business:

There was no new business to report.

New Business:

There was no new business to report.

PUBLIC COMMENTS (non-agenda items):

Emilia Hutchinson, 1631 Garfield Avenue requested Council take care of the deer population. She feels the excess building at the Highlands is disrupting the habitat of the deer, and pushing them into residential areas. She is concerned about the deer ruining her garden, and the fact that deer are carriers of diseases. Council President Moll shared with the public that Council has already decided to not cull the heard.

Jen Reimer, 19 Merrymount Road asked Council if they would consider posting draft meeting minutes of Council and committees soon after the meeting occurs. Borough administration and the Borough Solicitor will further review this matter.

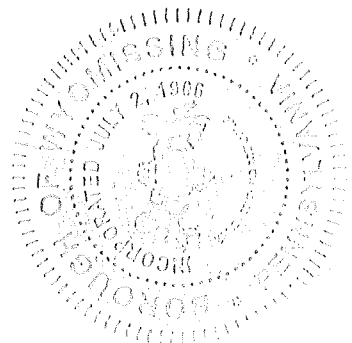
The Wyomissing Borough Council meeting adjourned at 8:12 p.m.

Respectfully Submitted,



Melissa Miller
Borough Secretary

Approved by:



T. M. Moll

Thomas M. Moll, President
Wyomissing Borough Council

