

# Business Meeting Agenda

**Borough of West Reading Council**  
**Tuesday, February 18, 2025 – 7:00 p.m.**

1.	<p><b>Call to Order, Pledge of Allegiance, Roll Call</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">___ Ryan Lineaweaver, President</td> <td style="width: 50%;">___ Philip Wert, Vice President</td> </tr> <tr> <td>___ Patrick Kaag, Pro-Tem</td> <td>___ Bethany Bower, Member</td> </tr> <tr> <td>___ Zanna Leiendecker, Member</td> <td>___ Denise Drobnick, Member</td> </tr> <tr> <td>___ Zachary Shaver, Member</td> <td>___ Samantha Kaag, Mayor</td> </tr> <tr> <td>___ Colin Macfarlane, Solicitor</td> <td>___ Randall Miller, Borough Manager</td> </tr> </table>	___ Ryan Lineaweaver, President	___ Philip Wert, Vice President	___ Patrick Kaag, Pro-Tem	___ Bethany Bower, Member	___ Zanna Leiendecker, Member	___ Denise Drobnick, Member	___ Zachary Shaver, Member	___ Samantha Kaag, Mayor	___ Colin Macfarlane, Solicitor	___ Randall Miller, Borough Manager
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2.	<p><b>Executive Session:</b> <i>Borough Council held an executive session on Tuesday, February 18, 2025, at 6:30 p.m. to discuss personnel matters and acquisition of real property.</i></p>										
3.	<p><b>Agenda Amendments</b></p> <p style="padding-left: 20px;">a. <b>Multi-Modal Grant Opportunity</b> – <i>Consideration to apply for two grant funded Multi-Modal projects.</i></p>										
4.	<p><b>Public Comment:</b> <i>*Per Resolution 2016-1: Time limited to 5 minutes per person. Only residents and taxpayers of the Borough of West Reading will be permitted to address Borough Council. Please state your name and physical address for the record. Written comments can be submitted to <a href="mailto:info@westreadingborough.org">info@westreadingborough.org</a> prior to noon on the date of the meeting. Please include: the meeting date "(i.e., 8/17/21) Public Comment" in the subject line of your email and include your name and address.</i></p>										
5.	<p><b>Approval of Minutes</b></p> <p style="padding-left: 20px;">a. January 21, 2025 – Regular Meeting</p> <p style="padding-left: 40px;">1) <b>Action Item:</b> <i>Consideration to approve the minutes.</i></p>										
6.	<p><b>Ordinances / Resolutions</b></p> <p style="padding-left: 20px;">a. <b>Ordinance – Vehicles and Traffic Amendments</b></p> <p style="padding-left: 40px;">1) <b>Action Item:</b> <i>Consideration of authorizing the advertisement of amendments to Special Purpose and Time Limit Parking, and Yield and Stop Intersections.</i></p> <p style="padding-left: 20px;">b. <b>Resolution 2025-5 Purchasing Policy</b></p> <p style="padding-left: 40px;">1) <b>Action Item:</b> <i>Consideration of adopting a 2025 Purchasing Policy.</i></p> <p style="padding-left: 20px;">c. <b>Resolution 2025-6 Walkworks Grant Application</b></p> <p style="padding-left: 40px;">1) <b>Action Item:</b> <i>Consideration of authorizing the submission of a grant application to the Pennsylvania Department of Health WalkWorks Program.</i></p> <p style="padding-left: 20px;">d. <b>Resolution 2025-7 Destruction of Municipal Records</b></p> <p style="padding-left: 40px;">1) <b>Action Item:</b> <i>Consideration of approving the disposal of municipal records per the Municipal Records Manual.</i></p> <p style="padding-left: 20px;">e. <b>Resolution 2025-8 Experimental Parking Regulations</b></p> <p style="padding-left: 40px;">1) <b>Action Item:</b> <i>Consideration of adopting experimental parking regulations to include additional parking along the 500 block of Chestnut Street and the conversion of a 20-minute parking space into a 3-hour parking space on the east side of North Fifth Avenue.</i></p>										
7.	<p><b>Consultants' Reports</b></p> <p style="padding-left: 20px;">a. Solicitor's Report</p> <p style="padding-left: 40px;">1) <b>Action Item:</b> <i>Consideration of entering into an intergovernmental agreement with Wyomissing Area School District to enforce BusPatrol America, LLC violations.</i></p> <p style="padding-left: 20px;">b. Engineer's Report</p> <p style="padding-left: 40px;">1) <b>Action Item:</b> <i>Consideration of approving Change Order No. 1 to C.M. High, Inc. for the Green Light-Go Year 8 project, increasing the contract price \$5,300 to repair conduit and replace an electrical service disconnect box.</i></p> <p style="padding-left: 40px;">2) <b>Action Item:</b> <i>Consideration of authorizing a letter of funding commitment for the Green Light-Go Year 10 grant application.</i></p> <p style="padding-left: 40px;">3) <b>Action Item:</b> <i>Consideration of approving a final Payment Application No. 3 to Forino Co., LP in the amount of \$20,902.02 to release retainage for the Ann Street Sidewalk and ADA ramp project.</i></p> <p style="padding-left: 40px;">4) <b>Action Item:</b> <i>Consideration of approving the list of 2025 road projects.</i></p> <p style="padding-left: 40px;">5) <b>Action Item:</b> <i>Consideration of applying for a Multi-Modal grant funded project.</i></p> <p style="padding-left: 40px;">6) <b>Action Item:</b> <i>Consideration of authorizing the Borough Manager to execute the 2024 Chapter 94 Municipal Wasteload Management Annual Report.</i></p>										

	7) <b>Action Item:</b> Consideration of applying for a PA Small Water and Sewer LSA Grant to replace the water main on South Seventh Avenue.
8.	<b>Council President's Report</b>
9.	<b>Borough Manager's Report</b> 1) <b>Action Item:</b> Consideration of ratifying the authorization to Earth Engineering, Inc. to perform the Underground Storage Tank Closure Report for Schweitzer's Service Center.
10.	<b>Mayor's Report</b>
11.	<b>Department Reports</b> <ul style="list-style-type: none"> <li>a. Police Department           <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration of purchasing two vehicles through CoStars to be assigned as Parking Enforcement and Criminal Investigation vehicles.</li> </ul> </li> <li>b. Public Works</li> <li>c. Fire Department           <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration of approving the purchase and upfit of a 2025 F250 via CoStars pricing to be used as the new Utility-64.</li> </ul> </li> <li>d. Code Department</li> <li>e. West Reading Community Revitalization Foundation Report</li> </ul>
12.	<b>Committee / Commission Reports</b> <ul style="list-style-type: none"> <li>a. Recreation Commission – February 4, 2025           <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration of approving a Bochantin Upshot Disc Golf Tournament event on Sunday, June 1, 2025, beginning at 8:00 a.m.</li> <li>2) <b>Action Item:</b> Consideration of waiving Pavilion rental fees for the Wyomissing Foundation's Fire &amp; Ice event on May 10 or May 17, 2025.</li> <li>3) <b>Action Item:</b> Consideration of approving two 2025 Pickleball Tournaments from May 31 to June 1, and September 27 to September 28.</li> </ul> </li> <li>b. Planning Commission – February 5, 2025 – Cancelled</li> <li>d. Economic Development Committee – February 10, 2025 – Cancelled</li> <li>e. Environmental Advisory Council – January 27, 2025</li> <li>f. Traffic &amp; Infrastructure Committee – February 12, 2025</li> <li>g. Shade Tree Commission – February 3, 2025</li> <li>h. Safety Committee – February 10, 2025</li> <li>i. Finance Committee – February 13, 2025 – Cancelled</li> </ul>
13.	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>a. Transfer of Funds           <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration of transferring \$350,000 from PLGIT Prime account to the M&amp;T General Fund account.</li> </ul> </li> <li>b. Financial Statement – 1 month ending 1/31/2025</li> <li>c. Payment Approval Report – 1/22/25 to 2/13/25 &amp; 2/14/25 to 2/18/25           <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration to approve the financial statement ending 1/31/25 and payment approval reports of 1/22/25 through 2/18/25.</li> </ul> </li> </ul>
14.	<b>Public Comment</b>
15.	<b>Adjournment</b>