

# Business Meeting Agenda

**Borough of West Reading Council**  
Tuesday, March 17, 2026 – 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%;">___ Patrick Kaag, Vice President</td> </tr> <tr> <td>___ Denise Drobnick, Pro-Tem</td> <td>___ Bethany Bower, Member</td> </tr> <tr> <td>___ Zanna Leiendecker, Member</td> <td>___ Vicki Haller Graff, Member</td> </tr> <tr> <td>___ Justin Choate, Member</td> <td>___ Samantha Kaag, Mayor</td> </tr> <tr> <td>___ Daniel Becker, Solicitor</td> <td>___ Randall Miller, Borough Manager</td> </tr> </table>	___ Ryan Lineaweaver, President	___ Patrick Kaag, Vice President	___ Denise Drobnick, Pro-Tem	___ Bethany Bower, Member	___ Zanna Leiendecker, Member	___ Vicki Haller Graff, Member	___ Justin Choate, Member	___ Samantha Kaag, Mayor	___ Daniel Becker, Solicitor	___ Randall Miller, Borough Manager
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2.	<p><b>Executive Session:</b> <i>Borough Council held an executive session on Tuesday, March 17, 2026, at 5:30 p.m. to discuss personnel, contract, labor negotiation, and litigation matters.</i></p>										
3.	<p><b>Agenda Amendments</b></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>a. February 17, 2026 – Regular Meeting</p> <p style="padding-left: 20px;">1) <b>Action Item:</b> <i>Consideration to approve the minutes.</i></p>										
6.	<p><b>Ordinances / Resolutions</b></p> <p>a. <b>Ordinance – Local Economic Revitalization Tax Assistance (LERTA)</b></p> <p style="padding-left: 20px;">1) <b>Action Item:</b> <i>Consideration of authorizing the advertisement of a LERTA program ordinance.</i></p> <p>b. <b>Ordinance – Time Limit and Handicapped Parking Amendments</b></p> <p style="padding-left: 20px;">1) <b>Action Item:</b> <i>Consideration of authorizing the advertisement of additional handicapped parking space designations on South Fourth Avenue and Franklin Street, and an update to the time limit parking on North Fifth Avenue.</i></p> <p>c. <b>Resolution 2026-6 Residential Permit Parking Program Participant Expansion</b></p> <p style="padding-left: 20px;">1) <b>Action Item:</b> <i>Consideration of approving the inclusion of the 100 Block of South Fifth Avenue in the expanded participant permit parking program.</i></p> <p>d. <b>Resolution 2026-7 Symmetrical Rounding Rule for Cash Transactions</b></p> <p style="padding-left: 20px;">1) <b>Action Item:</b> <i>Consideration of adopting a symmetrical rounding rule policy for cash transactions.</i></p>										
7.	<p><b>Consultants’ Reports</b></p> <p>a. <b>Solicitor’s Report</b></p> <p>b. <b>Engineer’s Report</b></p> <p style="padding-left: 20px;">1) <b>Action Item:</b> <i>Consideration of authorizing the Borough Manager to sign the Funding Commitment Letter in the amount of \$54,918, and Worker Protection Form for inclusion in the Green Light-Go Year 11 grant application.</i></p> <p style="padding-left: 20px;">2) <b>Action Item:</b> <i>Consideration to authorize the award of the 2026 Road Projects to the apparent low bidder, conditioned upon review and approval of the lowest bidder's bid documents.</i></p>										
8.	<p><b>Council President Report</b></p> <p>a. Pennsylvania State Association of Boroughs</p> <p style="padding-left: 20px;">1) <b>Action Item:</b> <i>Consideration of appointing a Voting Delegate and an Alternate Delegate.</i></p>										
9.	<p><b>Borough Manager Report</b></p> <p style="padding-left: 20px;">1) <b>Action Item:</b> <i>Consideration of ratifying the Schuylkill River Greenways Reading Gateway Bridge Project letters of support.</i></p> <p style="padding-left: 20px;">2) <b>Action Item:</b> <i>Consideration of ratifying the Olive Street Water Main Replacement Project letter of support request of the Berks County Commissioners.</i></p> <p style="padding-left: 20px;">3) <b>Action Item:</b> <i>Consideration of entering into a fourth amendment to the Reading Hospital agreement, for calendar year 2026, to support the borough in providing essential services to the hospital.</i></p> <p style="padding-left: 20px;">4) <b>Action Item:</b> <i>Consideration of approving the Fitzzy’s Run event on October 25, 2026.</i></p> <p style="padding-left: 20px;">5) <b>Action Item:</b> <i>Consideration of approving the Fashionista 5K event on May 17, 2026.</i></p>										
10.	<p><b>Mayor’s Report</b></p>										
11.	<p><b>Department Reports</b></p> <p>a. <b>Police Department</b></p> <p style="padding-left: 20px;">1) <b>Action Item:</b> <i>Consideration of accepting Sergeant Wayne Holben’s letter of resignation effective March 9, 2026.</i></p>										

	<ul style="list-style-type: none"> <li>2) <b>Action Item:</b> Consideration of approving Sergeant Holben’s request to process his severance of employment pension and retirement benefits in accordance with Section 72-6 B. (1), and the Collective Bargaining Agreement.</li> <li>3) <b>Action Item:</b> Consideration of initiating supervisor promotional testing and contracting with the PA Chiefs of Police Association to conduct promotional testing contingent upon approval of the Civil Service Commission. Cost not to exceed \$7,200.</li> <li>4) <b>Action Item:</b> Consideration to request a certified eligibility list from the Police Civil Service Commission for entry-level hiring.</li> </ul> <p>b. <b>Public Works</b></p> <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration of entering into a three-year maintenance agreement through December 31, 2028, with PennDOT to maintain the cloverleaf area.</li> <li>2) <b>Action Item:</b> Consideration of reapplying for a recycling grant to purchase a tri-axle truck.</li> <li>3) <b>Action Item:</b> Consideration of purchasing a replacement for truck #31.</li> <li>4) <b>Action Item:</b> Consideration of hiring a part-time employee to assist with pool opening and curb and handicap ramp replacements.</li> </ul> <p>c. <b>Fire Department</b></p> <p>d. <b>Code Department</b></p> <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration of appointing Ryan Wessner and Krystin Noll as Alternate Building Code Officials.</li> </ul> <p>e. <b>West Reading Community Revitalization Foundation Report</b></p> <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration to allow use of Tulpehocken Avenue and 433 Penn Avenue for vendors and live acoustic music for Art on the Avenue and Fall Fest events.</li> </ul>
12.	<p><b>Committee / Commission Reports</b></p> <ul style="list-style-type: none"> <li>a. <b>Recreation Commission – March 3, 2026</b> <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration of approving the list of hires for pool and playground seasonal staffing.</li> <li>2) <b>Action Item:</b> Consideration of offering a discount flash sale for non-resident pool memberships for one week.</li> </ul> </li> <li>b. <b>Planning Commission – March 4, 2026 – Cancelled</b></li> <li>d. <b>Economic Development Committee – March 9, 2026 – Cancelled</b></li> <li>e. <b>Environmental Advisory Council – February 23, 2026 – Cancelled</b></li> <li>f. <b>Traffic &amp; Infrastructure Committee – March 11, 2026</b> <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration of applying for a multimodal grant for the installation of rectangular rapid flashing beacons at the intersection of Third and Penn Avenues.</li> </ul> </li> <li>g. <b>Shade Tree Commission – March 2, 2026 Workshop</b></li> <li>h. <b>Safety Committee – March 9, 2026</b></li> <li>i. <b>Finance Committee – March 12, 2026</b> <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration of entering into an Automated Investment Sweep service, if conditions allow.</li> <li>2) <b>Action Item:</b> Consideration of extending the waste hauler contract for two one-year extensions; 2027 \$398,700 and 2028 \$432,900.</li> <li>3) <b>Action Item:</b> Consideration of extending the landfill contract for two one-year extensions; 2027 \$63.67 per ton and 2028 \$66.85 per ton.</li> </ul> </li> <li>j. <b>Diversity, Equity &amp; Inclusion Taskforce – March 11, 2026</b> <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration of participating in the Pride Flag raising ceremony on June 12, 2026 at 6:00 p.m.</li> </ul> </li> </ul>
13.	<p><b>Treasurer’s Report</b></p> <ul style="list-style-type: none"> <li>a. <b>Financial Statement – 2 months ending 2/28/2026</b></li> <li>b. <b>Payment Approval Report – 2/18/26 to 3/13/26 &amp; 3/14/26 to 3/17/26</b> <ul style="list-style-type: none"> <li>1) <b>Action Item:</b> Consideration to approve the financial statement ending 2/28/26 and payment approval reports of 2/18/26 through 3/17/26.</li> </ul> </li> </ul>
14.	<p><b>Public Comment</b></p>
15.	<p><b>Adjournment</b></p>