
**WEST READING COMMUNITY
REVITALIZATION FOUNDATION**

500 Chestnut Street
West Reading, PA 19611

phone: 610-685-8854 | fax: 610-685-9061
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www.LoveWestReading.org



**WEST READING COMMUNITY REVITALIZATION FOUNDATION
BOARD OF DIRECTORS MEETING**

**MINUTES
NOVEMBER 5, 2012**

Foundation Board of Director Members Present

Dr. Mark G. Dougherty (Penn Avenue Dental), *Vice President*; Robin Horman (LiliBea's), *Secretary; Member*; Phil Wert (West Reading Borough Council), *Member*; Deborah Hutcheson (Charles Hutcheson Fine Jewelry), *Member*; John Woodward (Third & Spruce Café), *Member*; Margaret Bligh (The Reading Hospital and Medical Center), *Treasurer*; and Richard Sichler (Borough Manager). A quorum was present.

Foundation Board of Directors Members Absent

Shane J. Keller (Mayor of West Reading), *President*; and Rebecca J. Doubek, (Firefly on Penn), *Member*.

Guests Present

None.

Staff Present

Dean L. Rohrbach, *Elm Street Manager*; Melanie B. Weidner, *Administrative Assistant*; and Dan Becker, (Kozloff Stoudt).

Call to Order

Dr. Mark G. Dougherty called the meeting to order at 6:03PM.

Public Comments

None.

Approval of Minutes

MOTION to approve Community Revitalization Foundations (CRF) board minutes for October 1, 2012 was made by Deborah Hutcheson and seconded by John Woodward. (7-0)

Next Meeting: Monday, December 3, 2012 6PM at West Reading Borough Hall
500 Chestnut Street, West Reading, PA 19611

MOTION to approve Community Revitalization Foundations (CRF) board minutes for October 24, 2012 with the correction "Margaret Bligh was excused not absent" was made by Deborah Hutcheson and seconded by Richard Sichler. (7-0)

Treasurers' Report

CRF Treasurer Ms. Bligh referred to the October financial reports included in member's packets. There were no questions.

MOTION to approve the October Community Revitalization Foundation financial reports was made by Richard Sichler and seconded by John Woodward. (7-0)

MOTION to approve the October Community Revitalization Foundation accounts payable reports with the addition of check #777 to Lawrence Fecho of HG Entertainment in the amount of \$1,550.00 was made by Deborah Hutcheson and seconded by Robin Horman. (7-0)

Promotion and Marketing Team

Deborah Hutcheson reported merchants are gearing up for the *Holiday Glow Celebration* event beginning November 30th with the Christmas tree lighting in the North Fifth Avenue traffic circle. Richard Sichler reported the tree blew down during the recent Hurricane Sandy storm and the borough crew will replace the tree with a blue spruce in time for the Christmas tree lighting.

A final Accounting Report for the *Fall Festival on the Avenue* event was included in member's packets. The event netted a profit of \$4,125.35.

Business Association

Ms. Horman reported in lieu of Tina Shank, who was not present. An accounting report showing the *Love West Reading Website Phase II Fundraiser* was included in member's packets. The event netted a profit of \$1,950.00. The Business Association has said they would do a dollar-for-dollar match.

Elm Street Report

Copies of the Elm Street Manger's monthly report and new monthly PARR Report were included in member's packets. Dean L. Rohrbach reported Elm Street is busy improving private spaces and public places. The *5th Avenue Streetscape Improvements* are now underway. Additionally, the masonry work on 107 and 109 South Fifth Avenue is also underway.

Mr. Woodward reported we cleaned 8.5 tons of trash out the PARR property. Additionally, Mr. Woodward said he met with representatives from Home Depot to discuss kitchen and bathroom floor plans. Copies of the proposed kitchen and bathroom floor plans were passed around to board members. The board discussed putting the project out-for-bid again because of changes. Mr. Rohrbach presented two options prepared by the contractor which take the Home Depot drawings into consideration.

A review of previous board actions indicated we should continue to work with our current contractor who has acted in good faith. Additionally, it was noted the change order actually reduces the cost of the project and doesn't add to our expenses. It was decided Mr. Woodward and the Elm Street Manager will work with the contractor to finalize the scope of work and acquire all documents required for the contract including a change order, floor plans, evidence of bond, and evidence of insurance. The change order document should accurately reflect additions and deletions totaling amount stated in scope of work.

Old & New Business

CRF Governance Guidelines The solicitor distributed copies of Governance Manual with proposed changes highlighted in colors keyed to board member's comments.

Public Comment Policy: Resolution No. 120901 adopting Public Meeting Rules was signed by board members.

Dr. Mark G. Dougherty left the meeting at 6:50PM. Margaret Bligh left the meeting at 7:00PM.

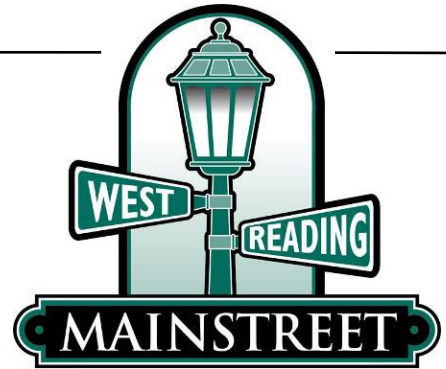
Adjournment

MOTION to recess the WR CRF meeting was made at 7:30PM. The board will reconvene to discuss the Governance Manual and Staff Evaluations on either Monday, November 12, 2012 at 6PM in Borough Hall or Tuesday, November 13, 2012 at 6PM in the Bicentennial House depending on board member's availability. Motion was made by Deborah Hutcheson and seconded by John Woodward. (5-0)

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**WEST READING COMMUNITY REVITALIZATION FOUNDATION
BOARD OF DIRECTORS MEETING**

MINUTES

NOVEMBER 12, 2012

Foundation Board of Director Members Present

Dr. Mark G. Dougherty (Penn Avenue Dental), *Vice President*; Robin Horman (LiliBea's), *Secretary; Member*; Phil Wert (West Reading Borough Council), *Member*; Deborah Hutcheson (Charles Hutcheson Fine Jewelry), *Member*; John Woodward (Third & Spruce Café), *Member*; and Rebecca J. Doubek, (Firefly on Penn), *Member*.

A quorum was present.

Foundation Board of Directors Members Absent

Shane J. Keller (Mayor of West Reading), *President*; Margaret Bligh (The Reading Hospital and Medical Center), *Treasurer*; and Richard Sichler (Borough Manager).
Member.

Guests Present

None.

Staff Present

Dean L. Rohrbach, *Elm Street Manager*; and Melanie B. Weidner, *Administrative Assistant*.

Call to Order

Dr. Mark G. Dougherty called the meeting to order at 6:02PM.

Public Comments

None.

RUN SANTA RUN INSURANCE

MOTION to approve insurance for the Run Santa Run event was made by John Woodward and seconded by Deborah Hutcheson. (6-0)

Next Meeting: Monday, December 3, 2012 at 6PM at West Reading Borough Hall
500 Chestnut Street, West Reading, PA 19611

PA STATE INCOME TAX RETURN

MOTION to approve and execute Check 1099 for \$100 payable to the PA bureau of Charitable Organizations was made by Rebecca J. Doubek and seconded by Robin Horman. (6-0)

PARR REHAB AGREEMENT BOND

Mr. Rohrbach explained requiring the contractor to have a bond will add another \$2,790 to the total project cost. The contractor has said he is unwilling to incur this expense without a signed contract. Additionally, the contractor's insurance provider wants a contract before issuing the bond.

MOTION to approve changing the Rehab Agreement to read "proof of bond must be in evidence before Work Proceed Order is signed" or legal terminology to that effect as suggested by the solicitor was made by Deborah Hutcheson and seconded by John Woodward. (6-0)

STAFF EVALUATIONS

The board went into Executive Session at 6:12PM to discuss personnel issues and emerged at 6:29PM. It was decided staff job descriptions needed to be updated. It was further decided there will be no evaluations in 2012 but we will have both panel and self-evaluation system in place in 2013.

MOTION to approve staff salary increases as reflected in the adopted 2012 CRF budget and retroactive to January 1, 2012 made by Dr. Mark G. Dougherty and seconded by Deborah Hutcheson. (6-0)

CRF GOVERNANCE MANUAL

The DRAFT CRF Governance Manual with member's comments was reviewed page-by-page. It was decided all the solicitor's comments were valid and should be incorporated in the final document. The Elm Street Manager was instructed to incorporate the agreed upon changes into the next DRAFT and send the revision to the solicitor.

Adjournment

MOTION to adjourn was made at 7:42PM. by John Woodward and seconded by Rebecca J. Doubek. (6-0)