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**WEST READING MAIN STREET  
AUTHORITY BOARD OF DIRECTORS  
SPECIAL MEETING**

**MINUTES  
MARCH 19, 2008**

**Call to Order**

Shane J. Keller, MSA Chairman and MSF President, called the meeting to order at 7:35AM.

**Authority Board of Directors Present**

Shane J. Keller (Mayor of West Reading), Chairman; John C. Woodward (Third and Spruce Café), Vice Chairman; Carol Wells (Sweet Surprises), Secretary; Caitlin Degler (Berkshire Bank), Treasurer; and Kevin M. Conrad (West Reading Borough Council), Member. A quorum was present.

**Staff Present**

No staff present.

**Guests Present**

No guest present.

**Executive Director New-Hire**

The West Reading Main Street Authority Board of Directors met in Executive Session on Saturday, March 15, 2008 to conduct final interviews for the Executive Director position. Today's meeting was advertised in the Reading Eagle Tuesday, March 18, 2008.

Mr. Woodward made a motion to hire Nevin Hollinger at a \$48,000 annual salary. The motion was seconded by Mr. Conrad. Motion Passed: 5-0.

An optional start date was recommended upon Nevin's approval.

Ms. Well recommended the board create staff guidelines in an effort to give a more clear, cut direction to the new executive director.

Mr. Keller made note that New Year's Day had been omitted as a paid holiday on the job description and benefits package given to Mr. Hollinger.

Ms. Wells was appointed to call Mr. Hollinger and officially offer the executive director position. She was also to notify him of the omitted paid holiday.

Ms. Wells made a motion to send to members of the Main Street Boards to the National Main Street Conference in Philadelphia. The motion was seconded by Mr. Conrad. Motion Passed: 5-0

### **Adjourn**

**Motion** to adjourn was made at 7:40AM by Mr. Woodward and seconded by Mr. Conrad. Motion Passed: 5-0.

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**Next Meeting: Monday, April 7, 2008 at 6:00PM  
West Reading Borough Hall - 500 Chestnut Street**