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

**MINUTES
AUGUST 18, 2008**

Call to Order

Shane J. Keller, MSA Chairman called the meeting to order at 6:00PM.

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; Kevin Conrad (West Reading Borough Council), Member.

Authority Board of Director Absent

Caitlin Degler (Berkshire Bank), Treasurer. A quorum was present.

Staff Present

Nevin Hollinger, Main Street Executive Director; Melanie B. Weidner, Administrative Assistant; Dan Becker (Kozloff Stoudt), Solicitor.

Others Present

Robert Howe, Travis Herbert. Two other persons attended the meeting, one with Mr. Herbert and one with Mr. Howe.

Public Comments

There were no public comments.

Opening of Bids

Mr. Keller reported that the purpose of the meeting was to open the bids submitted for the purpose of providing Cleaning and Maintenance services to the West Reading Business Improvement District. He asked Mr. Becker to proceed with the opening of the bids.

Mr. Becker reported that sealed bid quotations had been received from four companies and/or individuals: Picture Perfect Landscape, Threshold, REH Lawn Care, and Travis Herbert. Each sealed bid was opened and the quotes were provided. Picture Perfect Landscape - \$421,200; Threshold - \$96,449; REH Lawn Care - \$116,380; Travis Herbert - \$88,000.

It was noted by Mr. Keller that all bids were subject to a more thorough review by the solicitor.

Mr. Becker reported that the lowest bid was provided by Mr. Herbert. Mr. Becker proceeded to review each of the bids submitted in greater detail to determine if all of the items maintained in the specifications had been received.

Mr. Herbert was asked to provide a brief description of his organization and prior experience he has had with this type of work.

Mr. Becker following his initial review of the bids reported that Mr. Herbert's and the Threshold bid were not complete in terms of providing all of the required information and documentation. He cited the larger bid amount submitted by Picture Perfect and finally noted that Mr. Howe's bid appeared to be complete.

Mr. Howe was asked to provide an overview of his experience. Mr. Howe provided an overview of his business. It was noted that his business is based in West Reading but that he is an employee of the Borough. Mr. Becker said he would review the bid specifications regarding Mr. Howe's employment.

Mr. Keller stated that it was necessary to provide a recommendation to fulfill the contract and to provide a recommendation for consideration by Borough Council to define a mileage rate through the 5 year duration of the Improvement District contract.

Motion: Accept the REH bid of \$116,380 for the BID Maintenance Contract, pending complete review of all the proposals by Mr. Becker. Motion was made by John Woodward and seconded by Carol Wells. The motion passed unanimously.

There was discussion pertaining to an acceptable and realistic mileage rate.

Motion: Recommend an assessment of 2.1 mils per \$100,000 assessed value of the property for the next 5 years. Motion made by John Woodward and seconded by Carol Wells. Motion failed 2-2.

Following additional discussion another motion was made.

Motion: Recommend an assessment of 2.0 mils per \$100,000 assessed value of the property for two (2) years and then increase the mileage rate .25 mils each year for 2011, 2012 and 2013. Motion made by Kevin Conrad and seconded by John Woodward. The motion passed 3-1.

Adjourn

There being no further business to conduct, the meeting adjourned at 7:30 PM.