Mission Statement

The mission of the Albright College Center for Excellence in Local Government is to maintain and enhance the quality of life in Berks County by assisting municipal leaders in addressing the changing needs of their communities.
Coming soon! A new home for the Center for Excellence in Local Government and the Berks County Water and Sewer Association!

Unique Community Partnership

The center is a unique partnership among the academic, public and private sectors in the community. A list of the center’s sponsors, partners and program speakers can be found elsewhere in this report.

Programs and Services

In order to accomplish its mission, the center assists local government officials in fostering intergovernmental cooperation, developing skills for effective leadership, and enhancing citizen understanding of local government. This report summarizes the activities of the center in each of these areas.
Message from the Board President

This year has been a year of transition, as the Center for Excellence in Local Government (CELG), now led by new director, Paul Janssen, continues its commitment to training, intergovernmental cooperation and cooperative purchasing, and has retained its committee membership with few changes.

Changes have occurred within its operation, with the formation of the Municipal Secretaries Association and a new forum for members to gather six times a year for professional development, training and interaction with fellow municipal secretaries. In addition, The Berks County Planning Commission completed two county-wide, 20-year studies on water and sewer services. This year the Berks County Water & Sewer Association (BCW&SA) was formed and Albright College and CELG was selected as its fiduciary agent and secretariat. This relationship dramatically expands the intergovernmental cooperation between county water and sewer providers from municipal operations to authorities, and PUC regulated utilities, to private companies and the CELG municipalities. The BCW&SA focus is increased cooperation for better response to economic development opportunities, emergency response, and efficient training opportunities for its members and governing boards.

Finally, the CELG has undertaken two major research projects: The first is the assessment of the Berks County (pop. 411,000) Annual Budget as it relates to surrounding counties and other third-class counties (counties with population of 210,000 - 499,000 residents) across the Commonwealth. This study examines taxing efforts, spending priorities and programs, and the counties taxing efforts of local municipalities and school districts; A second study was authorized by the Berks County Commissioners and endorsed by the Berks Municipal Partnership to examine all levels of Berks County Law Enforcement Services, from patrol, both local and state police, to the court system to prosecution, to incarceration and parole, including the social service agencies. The study will provide baseline financial documentation as well as detailed crime data for municipalities to make informed decisions regarding future services.

Educational training and technical assistance has continued to be a core component of the center’s activities. This past year, 1,120 municipal officials and citizens received direct training, participated in programs, or received technical assistance.

The Berks County Cooperative Purchasing Council lent support to members through joint bids and piggy-backing arrangements for yard waste composting and line-striping services, rock salt, bond paper, office furniture, fire extinguishers, gasoline, heating oil, diesel fuel and road signage.

The Berks Municipal Partnership worked on issues of local and county concern through their quarterly meetings and biannual breakfast meetings with the Berks County Commissioners. Major topics discussed this year included the emergency radio system task force and the scope and the purpose of the Berks County Law Enforcement Assessment.

CELG continued to work with Governor Mifflin Coordinating Council (GMACC). The Citizens Academy was recorded through Governor Mifflin High School and local residents can now access the information on each municipal and school web site. The material is also available for use in classrooms. Through a grant from DCNR, CELG also assisted GMACC with the development of a coordinated recreation web site which will list recreation programs and facilities for all of the communities and the school district in the Coordinating Council.

We encourage your continued support of these efforts to keep our elected and appointed officials educated and informed.

Sincerely,

Kevin S. Barnhardt, Berks County Commissioner
2012-2013 Community Advisory Board President
This year, 1,120 municipal officials and citizens received assistance.
## Program Participation

The total attendance for the center's 21 training programs in 2012–2013 exceeded 700 municipal officials who serve in a variety of positions, including:

### Participants

<table>
<thead>
<tr>
<th>Role</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Officials</td>
<td>219</td>
</tr>
<tr>
<td>Planning Commissioners</td>
<td>45</td>
</tr>
<tr>
<td>Managers/Secretaries</td>
<td>61</td>
</tr>
<tr>
<td>Zoning Officials</td>
<td>29</td>
</tr>
<tr>
<td>Other</td>
<td>357</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>711</strong></td>
</tr>
</tbody>
</table>

In addition, the center provided technical assistance for 265 individuals through its work with the Berks County Cooperative Purchasing Council, Berks Municipal Partnership, Governor Mifflin Area Coordinating Council, and served almost 350 residents through its citizen education programs.

<table>
<thead>
<tr>
<th>Category</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berks County municipalities served</td>
<td>66</td>
</tr>
<tr>
<td>(including City of Reading and County of Berks)</td>
<td></td>
</tr>
<tr>
<td>% of communities in Berks County served</td>
<td>90%</td>
</tr>
<tr>
<td>(including City of Reading and County of Berks)</td>
<td></td>
</tr>
<tr>
<td>Berks County townships served</td>
<td>42</td>
</tr>
<tr>
<td>% of Berks County townships served</td>
<td>95%</td>
</tr>
<tr>
<td>Berks County boroughs served</td>
<td>24</td>
</tr>
<tr>
<td>% of Berks County boroughs served</td>
<td>85%</td>
</tr>
<tr>
<td>Communities outside Berks County served</td>
<td>13</td>
</tr>
<tr>
<td>Berks County school districts served</td>
<td>2</td>
</tr>
</tbody>
</table>

Center Director Paul Janssen and Administrative Assistant Andrea Weist want to express their sincere appreciation to all the municipal officials who participated in this year's programs. It was a pleasure serving you, and based on your comments, you found the programs to be very helpful in fulfilling your municipal responsibilities.
EDUCATION AND TOPICAL TRAINING

PA Land Use Institute
The focus of the program attended by 27 officials dealt with recent legislation and court decisions and recent changes in flood insurance brought by the Biggert-Waters National Flood Insurance Reform Act of 2012. The participants learned about recent court decisions and legislation effecting planning, zoning, and other land-use issues, and used a flood simulator to experience the effect of random flooding over a 40-year period on a simulated community.

Subdivision and Land Development (SALDO), Zoning Basics and Community Planning Courses
Twenty-three officials participated in the courses, which included in-depth instruction on the Pennsylvania Municipalities Planning Code and the technical components of land-use planning and regulation to assist them in fulfilling their responsibilities and understanding the SALDO, zoning and land-use planning process. The courses comprise the Master Planner certificate offered in partnership by the CELG with the Berks County Planning Commission.

Flexible Zoning Techniques for Achieving Community Goals
Fourteen local officials attended the workshop, which discussed how a municipality can use its zoning ordinance to build more flexibility into the use and development or redevelopment of its land and buildings through provisions regarding design, density, transition of uses, performance standards, site location and adaptive reuse. The course is part of the Advanced Master Planner certificate offered in partnership by the CELG with the Berks County Planning Commission.

Market Value Analysis (MVA), a Tool for Effective Redevelopment Decisions Schedule 52
Officials from the capital region of Berks County learned about the use of the MVA data and analysis as a tool to assist in making educated decisions on where and when to invest limited public dollars and programs to assist in accelerating reinvestment in the City of Reading. The workshop focused on the market value data and how it can be used to target effective investment. In addition, workshop participants learned how the data can assist in regional programming and investment decisions.

The PA Open Records Act and the PA Records Retention Schedule and its Effect on Email
Twelve local officials participated in this workshop, which focused on current laws and recent court decisions that have impacted municipal use of email for communications and record transmittals. Participants learned about the latest court decisions and legislative amendments as they relate to the use and retention of emails.

Utilizing Penn DOT’s new Highway Occupancy Permit Process
Thirty-six local officials participated in this workshop, which focused on PennDOT’s new Highway Occupancy Permit (HOP) process. Representatives from PennDOT reviewed the new regulations and review steps which are designed to accelerate the approval process. In addition, the new process is designed to demystify the design criteria for creating new highway occupancy permits.
Source Water Protection – Safe Drinking Water Starts at the Source
Jointly sponsored with the new Berks County Water and Sewer Association, more than 100 participants attended the day-long conference on source water protection. Attendees learned about the fundamentals of protecting all of our water resources, best management practices, and the current status of the regions of Berks County with effective Source Water Protection programs.

Municipal Law Forum, Sponsored by Kozloff Stoudt
One-hundred twenty-three municipal officials from across the county were scheduled to attend the original law forum. Postponed by Hurricane Sandy, the event was eventually held a month later. Attendees received briefings on all facets of municipal government on breaking court cases and recently enacted legislation.

Berks County Municipal Secretaries Association (BCMSA)
Following up on requests from numerous Berks County Municipal Secretaries, CELG took the lead in organizing the BCMSA. The BCMSA meets bi-monthly and at each meeting a component of the municipal secretaries responsibilities is reviewed. Attendance has averaged over 20 at each meeting.

FOSTERING INTERGOVERNMENTAL COOPERATION

Berks Municipal Partnership
The partnership helped to facilitate two breakfast meetings for more than 100 local officials with the Berks County Commissioners to discuss issues of local and county concern. During their quarterly meetings, the partnership met with the director of the county’s Department of Emergency Services to disseminate information on the implementation schedule, cost and management of the system. The partnership started the dialogue about the impending impact of the shale natural gas industry as it arrives in Berks County, and discussed the further examination of police services in Berks County.

Berks County Sewer and Water Regionalization Study
The updating of the study was initially encouraged by the Berks Municipal Partnership and conducted under the direction of the Berks County Planning Commission. The study has resulted in the formation of the Berks County Water and Sewer Association. Albright College and CELG were asked to serve as fiduciary agent and secretariat for the new association. To date there are more than 30 providers of water and sewer services in Berks County. Among other initiatives the primary purpose of the BCW&SA is to provide for effective economic development, effective planning and emergency response, and increased training available in Berks County.
Berks County Regional Studies
At the request of the Berks County Commissioners, CELG began two in-house studies utilizing college interns:

Berks County Budget Study – The study will analyze the county budget, revenues, expenditures, taxing efforts and local taxing efforts as they relate to the counties contiguous with Berks County and the remaining third class counties (15 counties in total) across the Commonwealth. The second study is the Berks County Law Enforcement Assessment. This study grew out of the City of Reading Crime Summit held in 2012. The study is analyzing crime and all levels of law enforcement in Berks County from local police and state police to District Court through Common Pleas, detective and district attorney, parole, jail operations, probation and the myriad of social service agencies supporting all levels of law enforcement. The study has three major goals – 1) analyze the crime, satisfaction levels, and financial effort for the 15 counties included in the budget study; 2) analyze the crime, satisfaction and effectiveness of local law enforcement; and 3) develop a comprehensive index of costs and contractual financial obligations for police departments across Berks County to assist municipalities in labor negotiations and developing financial models for future management or development of police services.

Governor Mifflin Area Coordinating Council
The council’s five municipalities and school district jointly undertook a project to reconstruct a collapsing storm water pipe, initiated a peer-to-peer study to implement an integrated recreation web site, where each municipality and the Governor Mifflin School District’s facilities and programs that are open to the public will be listed. They also discussed opportunities for cooperation on regional economic development.

Berks County Cooperative Purchasing Council
Council members entered into new contracts to jointly purchase gasoline, composting services, line striping, heating oil, diesel fuel, rock salt, furniture, bond paper, road signage, office furniture and fire extinguishers.

Enhancing Citizen Involvement “Local Government in Berks” Program on BCTV
Center Director Paul Janssen produced and hosted discussions on the following: The Market Value Analysis and its applications; lessons learned on the City of Reading trip to the City of Detroit; requirements for eligibility and qualification to run for municipal offices; the value of a municipal/business partnership for the health of a community; and the components of a strong Source Water Protection program.

www.albright.edu/localgov
Albright College Community Conversations
Director Janssen conducted a forum for Albright students to meet State Representative Mark Rozzi. Forty-five students participated in a discussion on legislative issues of concern to college students.

Leadership Berks Presentation on Changing Demographics
Center Director Janssen and Director Emeritus John Kramer discussed changing demographic and socioeconomic trends with the 27 members of the Leadership Berks Class of 2013.

CELG Fall 2012 Kickoff Dinner
Forty-six officials attended the Fall Kickoff Dinner, which is the chance to formally recognize the individuals who have completed the Master Planner Certification (MPC) and/or the Advanced Master Planner Certification (AMPC). This certification process is cosponsored by the Berks County Planning Commission and is designed to prepare individuals for the challenges of planning, building and development. Candidates received their MPC and three candidates received their AMPC. In addition, Tammy Gore, mayor of the Borough of Fleetwood, Lee Olson, architect and lead planner for the Fleetwood Tannery Redevelopment Project, and Ken Pick, executive director of the Berks County Redevelopment Authority, presented the components necessary to a successful redevelopment project. Political will, creative design, and proper investment and financing are all components to successful redevelopment.

2013 Berks Municipal Partnership Officials Dinner
A record 173 officials from across Berks County attended the 2013 dinner. Fred Levering received the second Annual Richard Trostle Award for Achievement in Intergovernmental Cooperation.

Levering received the award for his work with the partnership, the merger of Wyomissing Borough and Wyomissing Hills, and for the many intergovernmental cooperation studies and agreements he has worked to execute. In addition, attendees heard the keynote speaker, Bill Fontana, executive director of the Pennsylvania Downtown Center, discuss the new economy as the country emerges from the 2008 recession.
Center Director Paul Janssen and Andrea Weist wish to express their sincere appreciation to all the individuals who served as program instructors and speakers this year. Based on the comments of the participants, they found the programs to be very helpful in fulfilling municipal responsibilities.

Thank you to everyone who served this year.

**Program Instructors and Speakers**

Francis Acosta  
Lenin Agudo  
Eric Ammon  
Kelly Andersen  
Cheryl Auchenbach  
David Beane  
Dan Becker  
Andrew Bellwoar  
Jineen Boyle  
Tom Brown  
Kevin Burke  
Cathy Califano  
Michael Crotty  
Tom Davidock  

George Fasic  
Jeff Flant  
Tammy Gore  
Christopher Hartman  
Charlotte Katzenmoyer  
Glenn Knoblauch  
John Kramer, Director Emeritus  
Nicole Lick  
Jim Lillis  
Lawrence Llyod  
Joan London  
Tom McKeon  
Jane Meeks  
John Miravich  
Adam Mukerji  
Lynn O’Hare  
Lee Olsen

Susan Phillips  
Ken Pick  
Alan Piper  
Catherine Port  
Brian Potts  
Donna Reed  
Shannon Rossman  
Dale Rothenberger  
Rep. Mark Rozzi  
Jon Scott  
Kevin Shelton  
Jerome Skrincosky  
Herb Spencer  
Vaughn Spencer  
Mark Vasoli  
Angela Watson  
Susan Werner
Advisory Councils

Community Advisory Board

Kevin Barnhardt
Commissioner, County of Berks
Andra Basu, Ph.D.
Dean of Adult & Professional Studies, Albright College
Fred Levering
Past Board Chair; Council Member, Wyomissing Borough
James Lillis, Esq.
Kozloff Stoudt Attorneys
Ray Maillet
AVP, Branch Manager, First Priority Bank
Vaughn Spencer
Mayor, City of Reading
Terry Naugle
Asst. Vice President, Great Valley Consultants
Brian Pinto
Leadership Gifts Officer, Albright College
Mark Stitzel
President, Berks County Association of Township Officials
Joni Naugle
Focused, LLC
Kevin Conrad
West Reading Borough Council

Local Government Advisory Council

Jack Bittig
Planning Commissioner, Exeter Township
Frank Deery
Planning Commissioner, Boyertown
Edward Evans
Mayor, Wernersville
Jeri Diesinger
Manager, Kenhorst Borough
Sandy Green
Mayor, Kutztown Borough
Tammy Gore
Council Member, Fleetwood Borough
Barbara Hartford
School Board Director, Boyertown Area School District
Frank Karoly
Planning Commissioner, Longswamp Township
Thomas Keim
Manager, Robeson Township
Glenn Knoblauch
Director, Berks County Planning Commission
Steve Landes
Manager, Muhlenberg Township
Fred Levering
Council Member, Wyomissing Borough
Thomas McKeon
Director, Berks County IDA
Frank Schnee
Planning Commissioner, Robesonia Borough
Mark Stitzel
Supervisor, Perry Township
Jay Vaughan
Manager, Spring Township
Sandy Weiser-Pascavage
Manager, Leesport Borough
Philip Wert
Planning Commissioner, West Reading Borough

Berks Municipal Partnership

Central Region Representatives
Lucille Brady
Bern Township
Mike Malinowski
Muhlenberg Township
Ron Dunkleberger
Shillington Borough
Tony Sacco
Cumru Township
Fred Levering
Wyomissing Borough
Vaughn Spencer
City of Reading
Jay Vaughan
Spring Township
North Region
Representatives
Sandra Green
Kutztown Borough
Joseph Rudderow
Maidencreek Township
Jeanette Heckman
Hamburg Borough
Mark Stitzel
Perry Township

West Region
Representatives
Vince Balistrieri
Womelsdorf Borough
Randall Haag
Bethel Township
Dennis Mulally
South Heidelberg Township
Steve Price
Wernersville, Borough

South Region
Representatives
Jeff Fiant
Brecknock Township
Don Wilson
Exeter Township
Warren Lubenow
St. Lawrence Borough
Robert Myers
Birdsboro Borough

East Region
Representatives
Terry Fegley
Rockland Township
Marianne Deery
Boyertown Borough
Jeffrey Gorrin
Pike Township
Craig Conrad
Oley Township
Christian Leinbach
Berks County Commissioner
Shannon Rossman
Planning Commission

County of Berks

Sponsors
Sustaining Contributors
($5,000 or more)
County of Berks

Municipal Benefactors
($2,000—$4,999)
City of Reading
Muhlenberg Township
Spring Township
Wyomissing Borough

Municipal Patrons
($1,000—$1,999)
Berks County Assn. of Twp. Officials
Cumru Township
Exeter Township
Laureldale Borough

Municipal Donors
($500—$999)
Bern Township
Brecknock Township
Kutztown Borough
Longswamp Township
Lower Alsace Township
Lower Heidelberg Township

Perry Township
Robesonia Borough
St. Lawrence Borough
West Reading Borough

Municipal Supporters
($200—$499)
Alsace Township
Amity Township
Bethel Township
Birdsboro Borough
Boyertown Borough
Caernarvon Township
Earl Township
Fleetwood Borough
Greenwich Township
Hereford Township
Jefferson Township
Kenhorst Borough
Leesport Borough
Mohnton Borough
Mount Penn Borough
Penn Township
Robeson Township
Rockland Township
Shillington Borough
South Heidelberg Township
Tilden Township
Tulpehocken Township
Union Township
Washington Township
Wernersville Borough
West Penn Township
Windsor Township
**Municipal Friends**
($100—$199)
- Bechtelsville Borough
- Bernville Borough
- Centerport Borough
- District Township
- Douglass Township
- Franconia Township
- Hamburg Borough
- Heidelberg Township
- Lyons Borough
- Maidencreek Township
- Marion Township
- Maxatawny Township
- Ontelaunee Township
- Richmond Township
- Ruscombmanor Township
- Sinking Spring Borough
- Topton Borough
- Upper Tulpehocken Township
- Womelsdorf Borough

**Private Sponsors**
**Benefactors**
($2,500—$4,999)
- Comcast
- Financial Solutions

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- E.M. Kutz, Inc.
- Fox Rothschild
- Masano Bradley

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- SSM Group

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**Friends**
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- Burkley Construction
- Essig, Valeriano & Fudeman
- Linton, Distasio, Adams & Edwards
- LTL Consultants, Ltd.
- St. Joseph Medical Center

**Grant Funders**
- Berks County Community Foundation

**Host Institution**
- Albright College
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Fulton Bank
Masano Bradley

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Berks County Planning Commission

Program Partners
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Berks Community Television
Berks County Agricultural Land Preservation Board
Berks County Association of Boroughs
Berks County Association of Township Officials
Berks County Association of Municipal Secretaries
Berks County Bar Association
Berks County Commissioners
Berks County Community Foundation
Berks County Conservancy
Berks County Planning Commission
Berks County Soil and Water Conservation District
Berks County Water and Sewer Association
Greater Reading Economic Partnership
City of Reading
Greater Reading Chamber of Commerce & Industry
PA Department of Transportation
PA Municipal Planning Education Institute
PA State Association of Boroughs
PA State Association of Township Officials
Reading-Berks Association of Realtors

Contact Information
www.albright.edu/localgov
C/O Albright College
PO Box 15234
Reading, PA 19612-5234
Fax: (610) 921-7278

Paul Janssen,
Director
(610) 921-7246
pjasnness@alb.edu

Andrea Weist
Administrative Assistant
(610) 929-6503
aweist@alb.edu