

The June 13, 2019, Shillington Borough Council meeting was called to order at 7:33 p.m. by President John W. Hoffert. Following a moment of silence and the oath of allegiance, roll call was taken. Mayor Andrew R. Hivner and Council members Elizabeth M. Bentz, George B. Clark and Conrad Vanino were absent. Council members in attendance were: John W. Hoffert; Michael A. Hoffert; Ronald R. Klee, Jr. and Edward B. Michalik. Present in addition to the Council members were: Borough Manager Michael D. Mountz, Assistant Borough Manager Scott D. Brossman, Police Chief Brett A. Hivner, Fire Chief Timothy Deamer and Secretary Jan M. Boyd. Thomas Klonis from the Solicitor's office and Kenneth Fulmer of Great Valley Consultants were also in attendance along with the following resident:

Harold Stupp - 115 South Miller Street

As there were no objections, the minutes of the May 9, 2019, council meeting were approved as forwarded to each member, on a motion by Mr. Klee, seconded by Dr. Michalik, and duly carried.

**PUBLIC COMMENT:** None.

**PUBLIC COMMENT ON AGENDA ITEMS:** None.

**COMMITTEE REPORTS:**

**Mayor** - In the absence of Mayor Hivner, Chief Brett Hivner gave the Police Department's report for the month of May. During this month, the Department handled 517 incidents, with 101 arrests being made. Also during this month, 2,874 patrol miles were traveled.

All officers qualified for recertification with patrol rifles, firearms and tasers.

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**Police and Personnel** - On a motion by Mr. Ronald R. Klee, Jr., chairman, seconded by Dr. Michalik, and duly carried, Council approved the payment of \$8,365.36 in overtime paid to the members of the Police Department during the month of May. Roll Call - 4 ayes

**Administration-Law-Finance** - By motion of Mr. Klee, vice chairman, seconded by Mr. Michael Hoffert, and unanimously approved, Council confirmed the payment of the bills associated with the May 31, 2019 Financial Statements as follows:

General Fund - \$261,697.70  
Water Fund - \$243,059.76  
Sewer Fund - \$72,354.92  
Recreation Board - \$29,323.50  
Fire Fund - \$43,985.17  
Streets Improvement Fund - \$48,712.66  
Roll Call - 4 ayes

On a motion made by Mr. Klee, seconded by Dr. Michalik, and duly approved, Council took the following action on Board appointments:

°Accepted the resignation of **Thomas Bowersox** from the **Zoning Hearing Board** (term expires 12/31/2021);

°Reappointed **Stephen Lopic** to the **Planning and Zoning Commission** for an additional 5-year term.

**Fire** - Mr. Michael A. Hoffert, chairman, gave the Fire Chief's report for the month of May. During this time, the Department responded to a total of fifty (50) dispatches consisting of thirteen (13) calls in the Borough and thirty-seven (37) assists to neighboring departments. The Department also conducted three (3) training sessions during the month.

The members covered all of the 176 hours of available daytime staffing for the month.

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**Streets-Sanitation-Water** - Mr. John W. Hoffert, chairman, reviewed with Council the May Engineer's Report. He noted the following:

°Change Order No. 1 of the 2018 Streets Improvement Project which reflects a reduction to the contract in the amount of \$378,784.37 was prepared by the Engineers. Action on the Change Order was taken under the Assistant Manager's report.

President Hoffert continued by giving the report of the work done by the Public Works Department during the month of May.

**Recreation** - Dr. Edward B. Michalik, chairman, gave the minutes of the June 10, 2019, Recreation Board meeting.

The Recreation Board submitted the following additional list of summer personnel and their respective salaries to Council for their approval:

**SWIMMING POOL**

**Substitute Manager:**

Julia T. Adams \$ 11.50/hour

**Lifeguards:**

Emily E. Argentati \$ 8.75/hour  
Ella B. Hubric 8.00/hour  
Courtney N. Novotny 8.00/hour  
Trevor R. Woolwine 8.00/hour

**SNACK BAR**

**Window Attendants:**

Brooke C. Mock \$ 7.50/hour  
Stella V. Mollica 7.50/hour

**COACHING STAFF**

**Head Swim Team Coach:**

Julia T. Adams \$ 3,000/season

**Coaching Staff** (continued)

**Assistant Swim Team Coaches:**

Trevor R. Woolwine	\$2,000/season
Paige A. Progansky	\$ 8.00/hour
Saige E. Yoder	8.00/hour

On a motion by Dr. Michalik, seconded by Mr. Klee, and duly carried, Council gave approval to the hiring of the above summer personnel and their respective salaries, conditional upon receipt of all three (3) clearances, as required by State law.

**Zoning** - Dr. Michalik, vice chairman, gave the Borough's Building Code Official's report for the month of May. During this time, thirteen (13) new permits were issued, two (2) certificates of use/occupancy were issued and thirty-seven (37) permits remained open.

**Solicitor** - Solicitor Klonis presented **Resolution No. 5-2019**, which authorizes the fireworks display to be held as part of the Community Days celebration on July 6, 2019. This resolution was adopted, as presented, on a motion by Mr. Klee, seconded by Dr. Michalik, and duly carried.

**Ordinance No. 1208**, which authorizes the closing of Waverly Street for the Community Days celebration June 30 through July 7, 2019 was presented by Solicitor Klonis. This ordinance also prohibits dogs, reptiles and similar pets in the area during the same time period. Council adopted this ordinance, as presented, on a motion by Mr. Klee, seconded by Dr. Michalik, and unanimously approved.

On a motion by Mr. Michael Hoffert, seconded by Dr. Michalik, and duly approved, permission was given to file a lien on the following property:

<b>James D. Johnson/Elizabeth Ann Gill</b>	
<b>335 Madison Street, Shillington</b>	
Outstanding water/sewer/refuse billing	- \$439.15
Water Jobbing Invoice	- <u>30.00</u>
Total Outstanding	- \$469.15

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At this time, Council discussed the proposed Animal Control Services Agreement with Safety Net Sanctuary of Fleetwood to accept and care for stray or lost/escaped domestic animals originating from within the Borough. Safety Net Sanctuary would perform these services for a \$1,000 contribution from the Borough.

Solicitor Klonis advised that he reviewed the Agreement and found it to be in order. Therefore, Mr. Klee made a motion, which was seconded by Dr. Michalik, and unanimously carried, to enter into this Agreement and make a contribution of \$1,000 to the Safety Net Sanctuary.

**Manager** - Mr. Mountz reported that the Borough received \$1,379.67 from the Pennsylvania Department of Transportation in State Police Fines and Penalties on June 3, 2019.

On June 5, 2019, the Borough received \$135,071.05 from the Berks Earned Income Tax Bureau representing the Borough's share of the local earned income tax processed from May 1, 2019 through May 31, 2019.

On June 6, 2019, the Borough received \$10,000 representing the annual distribution from the Russell L. Hiller Charitable Trust Fund.

On a motion by Mr. Michael Hoffert, seconded by Dr. Michalik, and duly approved, permission was given to renew the Borough's membership with the Berks History Center (formerly Berks Historical Society) in the amount of \$65.00.

Scott D. Brossman was appointed as the Borough's Accident and Illness Prevention Program Coordinator, in accordance with the Borough's Accident and Incident Prevention Plan (AIPP), as required by the Borough's Workers' Compensation Insurance carrier, on a motion by Mr. Klee, seconded by Mr. Michael Hoffert, and unanimously carried.

**Assistant Borough Manager** - Mr. Brossman presented Change Order No. 1 of the 2018 Streets Improvement Project which

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reflects a reduction to the contract in the amount of \$378,784.37. This Change Order represents the difference between the estimated contract quantities and the final "As Built" quantities. With this Change Order, the final contract amount is \$814,105.53. Council authorized signing this Change Order, as presented, on a motion by Mr. Klee, seconded by Mr. Michael Hoffert, and duly carried. Roll Call - 4 ayes

Mr. Brossman advised that Borough Staff has been looking into various options which would allow the Borough's water customers the ability to pay their bills online. Paymentus has offered a proposal that will work in conjunction with the Borough's utility billing software. Under this proposal, a flat user fee of \$3.50 would be charged per transaction to those customers who utilize the ability to pay online. Following further discussion, Mr. Klee made a motion, which was seconded by Dr. Michalik, and unanimously approved, Council gave permission to enter into an agreement with Paymentus to provide the Borough's water customers the ability to pay their bills online.

Council reviewed the request from the Police Department to purchase a new speed message board to replace the Department's old one which is currently out of service and is unable to be fixed. Following a brief discussion, Mr. Klee made a motion, which was seconded by Dr. Michalik, and duly carried, giving permission to purchase a SpeedAlert Radar Message sign from All Traffic Solutions, Inc. in the amount of \$4,715.00.

Roll Call - 4 ayes

An email was received from Councilman Matthew Dees of the Borough of West Easton in Northampton County requesting Council consider adopting a resolution urging the State representatives to enact an amendment to the State's Right-To-Know Law to provide relief from what he is referring to as "vexatious requesters."

Although the Borough is not currently experiencing these types of requests, Council requested that the Solicitor prepare a draft resolution for Council to consider and act upon, on a motion by Dr. Michalik, seconded by Mr. Michael Hoffert, and duly approved.

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Dr. Michalik noted that changing the route for the Memorial Day parade proved to be very successful. All were pleased with the outcome of the new route.

As there was no further business, the meeting was adjourned on a motion by Dr. Michalik, and duly carried at 8:14 p.m.

Respectfully submitted,

Jan M. Boyd  
Borough Secretary