

Mayor Hivner presided over the January 6, 2020, meeting of the Shillington Borough Council which was called to order at 7:00 p.m. for the purpose of reorganizing.

Prior to the meeting, Mayor Hivner administered the Oath of Office to the following Council-elect:

Alec M. Ernst
John W. Hoffert
Conrad Vanino

Council members in attendance were: Elizabeth M. Bentz; Alec M. Ernst; John W. Hoffert; Michael A. Hoffert; Ronald R. Klee, Jr. and Conrad Vanino. Present in addition to the Council members were Mayor Andrew R. Hivner, Borough Manager Scott D. Brossman, Police Chief Brett A. Hivner, Solicitor Thomas L. Klonis and Secretary Jan M. Boyd. Kenneth Fulmer of Great Valley Consultants was also in attendance along with the following visitors:

Family and friends of newly elected Councilman,
Alec M. Ernst
Dr. and Mrs. Edward B. Michalik - 402 March Street

Keith Dmochowski - representative, *Reading Eagle*

Mayor Hivner called for nominations for the office of President. John W. Hoffert was nominated for President by Mr. Klee. As there were no further nominations, the nominations were closed by motion of Mr. Klee, seconded by Mr. Michael Hoffert. The Secretary was directed to cast the ballot. John W. Hoffert was officially declared President.

President Hoffert now presided over the meeting.

President Hoffert called for nominations for the office of Vice President. Ronald R. Klee, Jr. was nominated for Vice President by Mrs. Bentz. As there were no other nominations, the nominations were closed on a motion by Mr. Vanino, seconded by Mrs. Bentz. The Secretary was directed to cast the ballot. Ronald R. Klee, Jr. was officially declared Vice President.

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On a motion by Mr. Klee, seconded by Mr. Vanino, and duly carried, the following Borough Officials were given a vote of confidence to continue in their present positions for an additional two (2) year period:

SECRETARY/TREASURER: *Jan M. Boyd*
ASSISTANT SECRETARY/TREASURER: *Scott D. Brossman, Jr.*
BOROUGH MANAGER: *Scott D. Brossman, Jr.*
ASSISTANT BOROUGH MANAGER: *Vacant*
BUILDING OFFICIAL, HOUSING OFFICIAL AND ZONING ADMINISTRATOR: *Scott D. Brossman, Jr.*
SOLICITOR: *Hoffert and Klonis PC*

On a motion by Mr. Klee, seconded by Mr. Vanino, and unanimously carried, Council affirmed the following Fire Department officers:

CHIEF: *Timothy Deamer*
DEPUTY FIRE CHIEF: *David M. Bentz*
ASSISTANT FIRE CHIEF: *Robert Knouse, Jr.*
SECOND ASSISTANT FIRE CHIEF: *David Yoch*
CAPTAIN: *Todd C. Whiskeyman*
SECOND CAPTAIN: *Konnor Kegerise*
LIEUTENANT: *Christopher Yoch*
SECOND LIEUTENANT: *Eric Kohl*
FIRE MARSHALL: *Bruce L. Squibb*

Mr. Klee made a motion, which was seconded by Mrs. Bentz, and duly carried, to approve the following appointments for the standard two-year term:

GENERAL SUPERVISOR: *David W. Shirk*
ASSISTANT GENERAL SUPERVISOR: *Douglas J. Weiss*
BUILDING CODE OFFICIAL: *James Franey (Contractors Inspection Services)*
EMERGENCY MANAGEMENT COORDINATOR: *Bruce L. Squibb*
COLLECTOR OF DELINQUENT TAX (PER CAPITA):
G. H. Harris Associates
COLLECTOR OF BUSINESS PRIVILEGE, OCCUPATIONAL, AND LOCAL SERVICES TAXES:
Berks Earned Income Tax Bureau
ENGINEER: *Great Valley Consultants*
VACANCY BOARD CHAIRMAN: *Ronald C. Dunkelberger, Sr.*

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Appointments (Continued):

RENTAL INSPECTION PROGRAM ADMINISTRATOR: *Kraft Code Services*

On a motion made by Mr. Vanino, which was seconded by Mr. Klee, and duly approved, Council moved to continue to follow the Order of Business and Parliamentary Procedure for council meetings as established by a Resolution of the Shillington Borough Council adopted January 6, 1958.

A motion was next made by Mr. Klee, seconded by Mr. Michael Hoffert, and duly passed, to continue the use of **VIST Bank** as Depository for the Borough, and the **Pennsylvania Local Government Investment Trust (PLGIT)** for investment purposes.

Mr. Klee then moved and Mr. Michael Hoffert seconded the motion, which was unanimously carried, to continue to require the signatures of two (2) Borough officers, namely President and Secretary/Treasurer or President and Assistant Secretary/Treasurer or Vice President and Secretary/Treasurer or Vice President and Assistant Secretary/Treasurer on all checks issued by the Borough of Shillington.

By motion of Mr. Klee, seconded by Mrs. Bentz, and unanimously approved, Council will continue to hold its regular meetings for the years 2020-2021, the same as in the past years, namely, the second Thursday of each month at 7:30 p.m.

President Hoffert advised that he will review the current committee assignments and will make final assignments prior to the February meeting.

At this point, the Reorganization Meeting was adjourned on a motion by Mr. Klee, seconded by Mrs. Bentz and duly carried at 7:12 p.m.

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President Hoffert called the regular January session to order at 7:12 p.m. to conduct general Borough business. Following the invocation by Mayor Hivner and the oath of allegiance, roll call was taken. Council members in attendance were: Elizabeth M. Bentz; Alec M. Ernst; John W. Hoffert; Michael A. Hoffert; Ronald R. Klee, Jr. and Conrad Vanino. Present in addition to the Council members were Mayor Andrew R. Hivner, Borough Manager Scott D. Brossman, Fire Chief Timothy Deamer, Police Chief Brett A. Hivner, Solicitor Thomas L. Klonis and Secretary Jan M. Boyd. Kenneth Fulmer of Great Valley Consultants was also in attendance along with the following residents and visitors:

Family and friends of newly elected Councilman,
Alec M. Ernst
Dr. and Mrs. Edward B. Michalik - 402 March Street

Keith Dmochowski - representative, *Reading Eagle*

As there were no objections, the minutes of the December 12, 2019, council meeting were approved as forwarded to each member, on a motion by Mr. Klee, seconded by Mr. Michael Hoffert, and duly carried.

Mr. Ernst abstained from voting as he was not at the meeting.

President Hoffert welcomed Mr. Ernst to Borough Council, who then introduced his family and friends.

Public Comment: None

President Hoffert then advised that a vacancy still exists on Council. As such, he requested a recommendation from the Personnel Committee for a nomination for appointment to fill the vacancy. The Committee's recommendation was Edward B. Michalik. No other recommendations were made. Therefore, Mr. Klee made a motion, which was seconded by Mr. Vanino, and duly approved to appoint Edward B. Michalik to fill the vacant position on Council.

Solicitor Klonis presented **Resolution No. 1-2020** which confirms Dr. Michalik's appointment to Council.

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Council adopted this resolution, as presented, on a motion by Mr. Klee, seconded by Mr. Michael Hoffert, and unanimously carried.

Dr. Michalik was then sworn in by Mayor Hivner and took his seat on Council.

Public Comment on Agenda Items: None

COMMITTEE REPORTS:

Mayor - Mayor Hivner gave the Police Department's report for the month of December. During this month, the Department handled 612 incidents, with 51 arrests being made. Also during this month, 2,725 patrol miles were traveled.

Police and Personnel - On a motion by Mr. Ronald R. Klee, Jr., seconded by Dr. Michalik, and duly carried, Council approved the overtime payment of \$12,053.55 to the members of the Police Department during the month of December.

Roll Call - 7 ayes

On a motion by Mr. Klee, seconded by Dr. Michalik, and unanimously approved, Council took the following action on the Handicapped Parking Space applications that were received and presented:

a. Approved **NEW** permits:

35 N. Wyomissing Avenue - Larry A. Moser
206 Hendel Street - Larry N./Cynthia L. Davis
620 March Street - Timothy R. Pulaski

b. Renewed the following existing Handicapped Parking Space Permits, in accordance with the list provided to each Council member:

44 North Wyomissing Avenue - Mallory Fratila
111 Philadelphia Avenue - Dorothy R. Huber
114 Reading Avenue - Fred A. Howard, II
32 Hendel Street - Paula J. Houck
31 Second Street - Suzanne McCallum
121 West Lancaster Avenue - Manny Esh Respiratory
Care

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Renewed spaces (continued):

12 East Walnut Street - Daniel P. Maihl
27A West Broad Street - Billie R. Dawkins, Jr.
437 Holland Street - Glenn Camardese
311 North Wyomissing Avenue - Stephanie McFadden
610 Gregg Street - Virginia F. Reinert
412 Brobst Street - Angela Von Arx
536 Gregg Street - Gloria Scull
45 South Wyomissing Avenue - Pamela Peppers
55 New Holland Avenue - Carol K. Welker
111 State Street - Jeffrey Long
111 North Miller Street - Nancy Kershner
139 Madison Street - Wendy Boyd
407 State Street - Betty J. Rickenbach
136 Washington Street - Sharon R. Ruoss
428 Gregg Street - Robert L. Scott
102 South Waverly Street - Adriana N. Labrador
Guadalupe
131 East Elm Street - Ronale Coyle
119 New Holland Avenue - Edward M. Brosz
110 Brobst Street - Kimberly Kalbach
35 North Sterley Street - Vera Werner
212 State Street - Anibal Arroyo
27 West Broad Street - Richard R. Allen
341 Madison Street - Debra and Joseph Iswalt
110 Philadelphia Avenue - Veronica Colon
230 North Sterley Street - Barbara Cipolla
211 Philadelphia Avenue - Aida Garman
322 South Sterley Street - Joseph Flemming
105 North Brobst Street - Joshua and Zachary Grill
236 South Wyomissing Avenue - Peggy Peterson
27 Pennsylvania Avenue - Charles Weinhold
1 West Broad Street - Jeffrey R. Grimes
31 East Broad Street - Frances E. Bergman
102 Philadelphia Avenue - Julia Olivera
27 Philadelphia Avenue - Mary A. Roach

c. Rescinded the following permits:

449 Gregg Street - Clifford J. Galvin - applicant
moved
518 March Street - Margaret Karbel - Applicant
moved

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Rescinded the following permits:

525 March Street - Randal Vasta - Renewal not returned
108 Philadelphia Avenue - Michelle Caravetta - Applicant moved
105 Philadelphia Avenue - Solon P. Body - Applicant moved
54 South Sterley Street - Arthur C. Naugle - Applicant deceased
52 South Wyomissing Avenue - Shirley A. Rentz - Applicant moved

- d. Authorized the preparation and advertising of the ordinance for the above.

Fire - Mr. Michael A. Hoffert, gave the Fire Chief's report for the month of December. During this time, the Department responded to a total of fifty-three (53) dispatches consisting of thirteen (13) calls in the Borough and forty (40) assists to neighboring departments. The Department also conducted three (3) training sessions during the month.

The members covered all of the 168 hours of available daytime staffing for the month.

Administration-Law-Finance - Mr. Ronald R. Klee, Jr., noted that authorization was given in December to pay the bills until the end of the year. The December 31, 2019, Financial Statements will be forwarded to each member upon completion.

On a motion by Mr. Vanino, seconded by Mr. Michael Hoffert, and duly approved, **Ronald C. Dunkelberger, Sr.**, was reappointed to the **Shillington Municipal Authority** for an additional 5-year term. His term will expire January 2025.

By motion of Mr. Klee, seconded by Dr. Michalik, and unanimously carried, Council appointed Scott D. Brossman, Jr. to the following positions:

- Deputy Tax Collector;

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- Chief Administrative Officer of the Borough's Pension Plans; and
- The Borough's representative to renegotiate the Intermunicipal Agreement with the City of Reading for sewage treatment.

Tree-Pole and Light - Mrs. Elizabeth M. Bentz advised that the Tree Advisory Committee will be holding its next meeting at the end of January.

Streets-Sanitation-Water - Mr. John W. Hoffert noted that there was no Engineers' report for the month of December.

President Hoffert then gave the report of the Public Works Department for work done during the month of December.

Zoning and Codes - Mr. Conrad Vanino gave the Borough's Building Code Official's report for the month of December. During this time, nine (9) new permits were issued, three (3) certificates of use/occupancy were issued and twenty-five (25) permits remain open.

Manager - Mr. Brossman reported that on January 3, 2020, the Borough received \$33,270.16 from the Berks Earned Income Tax Bureau representing the local earned income tax processed from December 1, 2019 through December 31, 2019.

Mr. Brossman also advised that the Pennsylvania Department of Environmental Protection awarded the Borough a Recycling and Leaf Waste Collection Program Grant in the amount of \$228,739.

QUESTIONS FROM THE AUDIENCE: None

As there was no further business, the meeting was adjourned on a motion by Mr. Vanino, and duly carried at 7:40 p.m.

Respectfully submitted,

Jan M. Boyd
Borough Secretary