

The June 11, 2020, Shillington Borough Council meeting was called to order at 7:30 p.m. by President John W. Hoffert. Due to the continued restrictions of the COVID-19 outbreak, this meeting was held using the Zoom video conference call platform, as advertised on the Borough's website, in accordance with the requirements of Act 15 of 2020.

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.; Edward B. Michalik and Conrad Vanino. Present in addition to the Council members were Mayor Andrew R. Hivner, Borough Manager Scott D. Brossman, Fire Chief Timothy Deamer, Solicitor Thomas L. Klonis and Secretary Jan M. Boyd. Kyle Kuser, the Borough's Recreation Director and Nicholas Johnson of Great Valley Consultants was also in attendance along with the following residents and visitors:

Rachel Bugay - 315 Wheatland Avenue
Shana Matz - 321 Holland Street
Michael Mountz - 15 Kings Boulevard
Stephanie Schwalm - 70 Tulip Court
Debra Stanley-Lapic - 413 East Lancaster Avenue

Travis Johnson - 26 South O'Neil Street, Mohnton
Nick Talarico - 960 Pennwyn Place, Cumru Township

As there were no objections, the minutes of the March 12, 2020, council meeting were approved as forwarded to each member on a motion by Mr. Klee, seconded by Dr. Michalik, and duly carried.

President Hoffert presented the Declaration of Disaster Emergency, which declares the existence of a disaster emergency in the Borough, as a result of the COVID-19 outbreak and directs the Borough's Emergency Management Coordinator and other Borough Officials to act

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as necessary to respond to this emergency. On a motion by Mr. Vanino, seconded by Dr. Michalik, and unanimously approved, Council adopted the Declaration of Disaster Emergency, retroactively to the date of adoption of the national emergency (March 1, 2020).

PUBLIC COMMENT:

Travis Johnson indicated that he was in attendance to learn about the status of pool opening due to the COVID-19 outbreak.

President Hoffert advised that this matter will be discussed later in the meeting as part of the Recreation Committee's report.

Mr. Talarico questioned whether the disaster declaration has a time frame. President Hoffert noted that it was adopted retroactively since Council has not met since March, so it started when the national emergency began and will end when the national emergency ends.

PUBLIC COMMENTS ON AGENDA ITEMS. None.

COMMITTEE REPORTS:

Mayor - Mayor Hivner gave the Police Department's report for the month of May. During this month, the Department handled 568 incidents, with 48 arrests being made. Also during this month, 2,123 patrol miles were traveled.

All officers have completed recertification on firearms, patrol rifle and taser.

Police and Personnel - Mr. Ronald R. Klee, Jr., chairman, made a motion, which was seconded by Mr. Vanino, and duly carried, approving the payment of the overtime paid to the members of the Police Department as follows:

Paid in March - \$7,991.12
Paid in April - \$3,939.15
Paid in May - \$7,746.84

Roll Call - 7 ayes

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Mr. Klee presented the Police Contract Addendum which became effective April 5, 2020 implementing 12-hour work shifts for the Police Department. This addendum was for a 60-day period, which has since expired. The Police Department is interested in extending this addendum until December 31, 2020. On a motion by Mr. Klee, seconded by Dr. Michalik, Council gave retroactive approval to the signing of this Contract Addendum and also authorized its extension to December 31, 2020.

Administration-Law-Finance - On a motion by Dr. Edward B. Michalik, Jr., chairman, which was seconded by Mr. Klee, and duly carried, Council confirmed the payment of the bills associated with the March 31, 2020 Financial Statements as follows:

General Fund - \$246,414.22
Water Fund - \$265,739.92
Sewer Fund - \$76,441.36
Recreation Fund - \$17,975.46
Fire Fund - \$9,509.74
Streets Improvement Fund - \$3,378.25

On a motion by Dr. Michalik, seconded by Mr. Michael Hoffert, and unanimously approved, Council confirmed the payment of the bills associated with the April 30, 2020 Financial Statements as follows:

General Fund - \$198,493.30
Water Fund - \$222,504.96
Sewer Fund - \$147,833.59

Recreation Board - \$17,827.23
Fire Fund - \$11,418.79
Streets Improvement Fund - \$3,097.03

Dr. Michalik made a motion, which was seconded by Mr. Klee, and duly approved, Council confirmed the payment of the bills associated with the May 31, 2020 Financial Statements as follows:

General Fund - \$282,510.91
Water Fund - \$212,591.39
Sewer Fund - \$41,519.84

Recreation Board - \$15,978.54
Fire Fund - \$31,604.87
Streets Improvement Fund - \$725.93

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Fire - Mr. Michael A. Hoffert, chairman, provided a summary of the Fire Department's activities for the period of March, April and May. During this time, the Department responded to a total of one hundred fifteen (115) dispatches and conducted eleven (11) training sessions, which were primarily conducted using the Zoom video conference call platform.

The members covered 504 hours of available daytime staffing for the month.

Building-Tree-Pole and Light - Mrs. Elizabeth M. Bentz, chairman, reported that due to the pandemic, the spring tree planting was postponed and will be done in the fall. The Tree Advisory Committee has received about ten (10) requests for trees to date.

Streets-Sanitation-Water - Mr. John W. Hoffert, chairman, reviewed with Council the June Engineer's Report. He noted that the design to accommodate conflicts with existing utilities at the intersection of Woodland Avenue and Reber Moore Lane has been finalized.

Plans and specifications are being prepared for Phase I Rehabilitation of the Overbrook Pump Station.

Plans are being prepared for the extension of the Borough's water system along Reed Street in the Borough of Mohnton.

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

Recreation - Mr. Alec M. Ernst, chairman, gave the minutes of the June 8, 2020 Recreation Board meeting which was held using the Zoom video conference call platform. Members of Council's Recreation Committee were also in attendance.

A discussion was held relative to whether or not the pool should open for the season and the guidelines

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that would need to be followed. Some of the items considered were:

- °The revenues would be less than typical; however, the expenses would remain the same.
- °A limited number of people would be permitted in the pool based upon the square footage.
- °Staff would be responsible for sanitizing the facility and for enforcing social distancing (Staff is mostly between the ages of 16 and 20 years old.)
- °The Borough's insurance coverage does not include coverage for COVID-19.
- °The Snack Bar would not be permitted to open.

With these facts in mind, the Recreation Board recommended that the pool remain closed for the 2020 season. Following further discussion, Council accepted the Recreation Board's recommendation and voted to keep the pool closed for the 2020 season, on a motion by Mr. Ernst, seconded by Mr. Michael Hoffert, and duly carried.

Mr. Kuser noted that he was in agreement with this decision.

The next area of discussion was the summer playground program. The following guidelines and items of consideration were discussed:

- °A staggered drop-off would have to be instituted.
- °Temperature screening as well as a health questionnaire would need to be established.
- °Participants would be divided up into groups (ten participants to one leader). Participants would have to stay in the same group for the duration of the program. Family members would be placed in the same group. Supplies and equipment would not be shared amount groups.
- °A new head leader would need to be found, as the head leader from last year has accepted another job.

With these facts in mind, the Recreation Board recommended that the playground program not be held for the 2020 season. Following further discussion, Council

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accepted the Recreation Board's recommendation and voted not to hold the playground program for the 2020 season, on a motion by Mr. Ernst, seconded by Mr. Michael Hoffert, and duly carried.

The Recreation Board recommended that the Borough's playground facilities be opened once the County is in the "green" phase of the pandemic. The equipment and the bathrooms would be cleaned and sanitized daily. Signs would need to be posted every thirty (30) feet around the equipment to remind users of "social distancing." The burden of this falls to the Public Works Department.

Council concurred with this recommendation and decided to open the playground facilities once the County is in the "green" phase of the pandemic, on a motion by Mr. Ernst, seconded by Mrs. Bentz, and unanimously carried.

The Recreation Board also recommended that the pavilion rental program begin once the "green" phase is reached. Cleaning and sanitizing of the pavilions would be done in the mornings. A limited liability waiver, approved by the Solicitor, must be signed when the reservation is made.

Council agreed with this recommendation on a motion by Mr. Ernst, seconded by Mrs. Bentz, and duly approved.

Status of other Recreation events:

°The Fishing Rodeo has been postponed until the fall.

°Both of the Concerts in the Park have been cancelled.

Zoning and Codes - Mr. Conrad Vanino, chairman gave the Borough's Building Code Official's report for the month of May. During this time, thirteen (13) new permits were issued, eight (8) certificates of use/occupancy were issued and nineteen (19) permits remain open.

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Solicitor - Solicitor Klonis presented **Resolution No. 4-2020**, which extends the flat rate period for real estate tax payments to September 30, 2020 and corresponds with the action by the County of Berks. Following a brief discussion, Mrs. Bentz made a motion, which was seconded by Mr. Vanino, and duly carried, adopting Resolution No. 4-2020, as presented.

Resolution No. 5-2020, which extends the flat rate period for the Business Privilege Taxes from June 15 to July 15 for 2020 only was adopted as presented by Solicitor Klonis, was adopted on a motion by Mr. Michael Hoffert, seconded by Dr. Michalik, and unanimously approved.

Manager - Mr. Brossman reported that the Borough has received the following distributions from the Berks Earned Income Tax Bureau representing the Borough's share of the local earned income taxes processed during the respective periods:

- °Processed March 1 thru March 31 - \$34,912.95
Received April 2, 2020
- °Processed April 1 thru April 30 - \$7,936.07
Received May 4, 2020
- °Processed May 1 thru May 31 - \$119,409.11
Received June 2, 2020

On March 12, 2020, the Borough received \$450.00 from the Pennsylvania Liquor Board representing the Liquor and Malt Beverage Licenses issued between August 1, 2019 and January 31, 2020.

The Borough received \$26,646.48 on May 7, 2020 from Comcast Cable representing franchise fees collected during the period January 1, 2020 through March 31, 2020.

On May 18, 2020, the Borough received \$10,000 representing the annual distribution from the Russell L. Hiller Charitable Trust Fund.

The Borough received \$89,472.39 from the Pennsylvania Municipal Health Insurance Cooperative representing the first distribution of the claim fund surplus for the year 2019.

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The Borough received \$1,177.69 from the Pennsylvania Department of Transportation in State Police Fines and Penalties on June 1, 2020.

On a motion by Mr. Vanino, seconded by Dr. Michalik, and duly carried, Council gave permission to enter into the agreement with Safety Net Sanctuary for the Borough's stray animals at a cost of \$3,500 (\$500 for the remainder of 2020 and \$3,000 for 2021).

To ease the burden on its customers due to the COVID-19 pandemic, the Shillington Municipal Authority took the following action:

- °Waived late fees from unpaid invoices during the height of the pandemic; and,
- °Did not discontinue water service to properties with invoices more than sixty (60) days over due; and,
- °Payment plans were extended to anyone who requested a plan; and,
- °The \$25.00 payment plan fee was waived.

By motion of Mr. Vanino, seconded by Dr. Michalik, and unanimously approved, Council confirmed the above action of the Shillington Municipal Authority.

The audited 2019 Financial Statements of the Western Berks Water Authority are available for public inspection.

QUESTIONS FROM THE AUDIENCE:

Mr. Talarico questioned whether Council's decision was based on the current status of the pandemic or the past status and how it relates to the community. He also questioned whether there would be a chance that their decision would change should the situation with the pandemic change.

President Hoffert advised that he believes the decision to be based on both. He does not believe that the decision would change.

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Mrs. Schwalm would have liked to see more community involvement in the decision and a more thorough benefit analysis conducted prior to the decision being made to not open the pool for the summer. She also expressed her concern that the tennis courts were being used for tennis, tennis lessons and pickle ball during this entire time. These should have been monitored more closely and handled like the playgrounds.

Mr. Brossman advised that the under the Governor's mandate of the "red" phase of the pandemic, tennis courts were allowed to be used whereas playgrounds were required to be closed.

CORRESPONDENCE :

A letter was received from the Greater Governor Mifflin League formally advising the Borough that Community Days were cancelled for this year.

A letter was received from Ann Marie Keyes whose daughter owns a property at 206 Jefferson Boulevard, Lincoln Park. Mrs. Keys commended Public Works employees, Jeffrey Balthaser, Michael Jones and John White for their professionalism, courtesy and helpfulness in assisting her with a water issue at the property.

As there was no further business, the meeting was adjourned on a motion by Mr. Vanino, and duly carried at 8:53 p.m.

Respectfully submitted,

Jan M. Boyd
Borough Secretary

