

Mayor Hivner presided over the January 3, 2022, 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:

Elizabeth M. Bentz
Michael A. Hoffert
Ronald R. Klee, Jr.
Dr. Edward B. Michalik, Jr.

Council members in attendance were: Elizabeth M. Bentz; Alec M. Ernst; John W. Hoffert; Michael A. Hoffert; Ronald R. Klee, Jr.; Edward B. Michalik, 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. Terrence Naugle of Great Valley Consultants was also in attendance.

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 Mrs. Bentz. 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 Dr. Michalik. As there were no other nominations, the nominations were closed on a motion by Mr. Michael Hoffert, seconded by Dr. Michalik. 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 Dr. Michalik, 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: *Thomas L. Klonis, of Hoffert and Klonis PC*

On a motion by Mr. Klee, seconded by Dr. Michalik, 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*
FIRST CAPTAIN: *Todd C. Whiskeyman*
SECOND CAPTAIN: *Konnor Kegerise*
LIEUTENANT: *Eric Kohl*
SECOND LIEUTENANT: *Jarod Hopgood*
FIRE MARSHALL: *Bruce L. Squibb*
FIRE POLICE CAPTAIN: *Andrew Culp*
FIRE POLICE LIEUTENANT: *Conrad Vanino*

Dr. Michalik made a motion, which was seconded by Mr. Klee, 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

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ENGINEER: *Great Valley Consultants*
VACANCY BOARD CHAIRMAN: *Ronald C. Dunkelberger, Sr.*
RENTAL INSPECTION PROGRAM ADMINISTRATOR: *Kraft Code Services*

On a motion made by Mr. Klee, which was seconded by Dr. Michalik, and duly approved, Council took the following actions:

°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; and

°Moved to continue the use of **VIST Bank** as Depository for the Borough, and the **Pennsylvania Local Government Investment Trust (PLGIT)** for investment purposes; and

°Moved 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; and

°Moved to continue to hold its regular meetings for the years 2022-2023, 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 Dr. Michalik, seconded by Mr. Klee, and duly carried at 7:11 p.m.

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President Hoffert called the regular January session to order at 7:15 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.; Edward B. Michalik, 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. Terrence Naugle of Great Valley Consultants was also in attendance.

Action on the minutes of the December 9, 2021, council meeting were deferred until the February meeting.

Public Comment: None

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 394 incidents, with 124 arrests being made. Also during this month, 2,027 patrol miles were traveled.

All officers have received their Taser recertification.

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 \$12,724.36 to the members of the Police Department during the month of December.

Roll Call - 7 ayes

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

- a. Approved **NEW** permits:

61 Second Street - Cynthia Webber

110 New Holland Avenue - Suzanne Richmond
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New spaces (continued):

114 Philadelphia Avenue - Pedro A. Moya Nelazquez
320 State Street - Giovanni Barbuto
46 Hendel Street - Marjorie Bartow

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

111 Philadelphia Avenue - Dorothy R. Huber
32 Hendel Street - Paula J. Houck
31 Second Street - Suzanne McCallum
121 West Lancaster Avenue - Manny Esh Respiratory
Care
12 East Walnut Street - Daniel P. Maihl
27A West Broad Street - Billie R. Dawkins, Jr.
311 North Wyomissing Avenue - Stephanie McFadden
610 Gregg Street - Virginia F. Reinert
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
212 State Street - Anibal Arroyo
27 West Broad Street - Richard R. Allen
341 Madison Street - Debra and Joseph Iswalt
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
1 West Broad Street - Jeffrey R. Grimes
102 Philadelphia Avenue - Julia Olivera

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Renewed spaces (continued):

206 Hendel Street - Larry N. Davis
35 North Wyomissing Avenue - Larry A. Mosser
620 March Street - Timothy R. Pulaski
57 Second Street - Karen Stott
66 South Wyomissing Avenue - Donna Alenbach
105 North Sterley Street - Donald A. Pezzino
122 North Sterley Street - Joan Roth
221 Reading Avenue - Arnold Bruns

c. Rescinded the following permit:

230 North Sterley Street - Barbara Cipolla

d. Authorized the preparation and advertising of an ordinance to effectuate the same.

Administration-Law-Finance - Dr. Edward B. Michalik, Jr., reported that authorization was given in December to pay the bills until the end of the year. The December 31, 2021, Financial Statements will be forwarded to each member upon completion.

On a motion by Dr. Michalik, seconded by Mrs. Bentz, and duly carried, Council reappointed **Ronald R. Klee, Jr.** to the **Shillington Municipal Authority** for an additional 5-year term. His term will expire January 2027.

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-six (56) dispatches consisting of eleven (11) calls in the Borough and forty-five (45) assists to neighboring departments. The Department also conducted four (4) training sessions during the month.

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

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

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

Solicitor - On a motion by Mr. Klee, seconded by Dr. Michalik, and unanimously carried, permission was given to the Solicitor to file liens against the following:

- a. Freddy Caicedo
46 South Wyomissing Avenue, Shillington

9/14/21 jobbing invoice for grass and
weed cutting \$110.00

- b. Kim Xuyen Doan
12 Cheltenham Drive, Wyomissing

For: 229 East Lancaster Avenue, Shillington

9/15/21 jobbing invoice for grass and
weed cutting \$ 88.00

Manager - Mr. Brossman advised that the Fire Department is requesting a "No Parking Here to Corner" zone at the southeast corner of South Wyomissing Avenue at Catherine Street. This will assist with the trucks access onto South Wyomissing Avenue. On a motion by Mr. Vanino, seconded by Mr. Klee, and duly carried, Council authorized that action be taken to effectuate this request.

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 7:41 p.m.

Respectfully submitted,

Jan M. Boyd
Borough Secretary