

The October 12, 2023 meeting of the Shillington Borough Council was called to order at 7:30 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 Councilman Michael A. Hoffert were absent. Council members in attendance were: Elizabeth M. Bentz; John W. Hoffert; Ronald R. Klee, Jr.; Edward B. Michalik, Jr. and Conrad Vanino. Councilman Alec M. Ernst participated by telephone. Present in addition to the Council members were: Borough Manager Scott D. Brossman, Police Chief Brett A. Hivner, Assistant Fire Chief David Bentz, Solicitor Thomas Klonis and Secretary Jan M. Boyd. Kenneth Fulmer of Great Valley Consultants was also in attendance along with the following visitors:

Cole Golden - 106 Rose Court  
Daniel Jensen - 116 South Brobst Street  
Harold Stupp - 115 South Miller Street

Mifflin Community Library Representatives:  
Natasha Donaldson  
Veronica Martin

TowerDirect Representative:  
Anthony Martin

As there were no objections, the minutes of the September 7, 2023, meeting were approved as forwarded to each member on a motion by Dr. Michalik, seconded by Mr. Vanino, and duly carried.

**PUBLIC COMMENT:**

Veronica Martin and Natasha Donaldson addressed Council on behalf of the Mifflin Community Library, which is celebrating its 25<sup>th</sup> Anniversary this year. Currently, the Borough has One Thousand Ninety-one (1,091) active card holders in the Borough. In 2023, the Library maintained its Gold Star status. Ms. Martin and Ms. Donaldson also provided an update on the Library's activities and the services that it provides to the

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members of the community. They concluded their presentation by thanking Council for their continued support and requested that the Borough maintain its current level of funding support.

Anthony Martin attended the meeting as a representative of TowerDIRECT, the Borough's emergency medical services provider. Prior to the meeting, Mr. Martin had provided a letter to Council that outlined TowerDIRECT's proposed increase to their membership fees. Their proposal is to lock-in a 3-year rate of \$35/\$45/\$45 for all members of participating municipalities of the Governor Mifflin School District (Brecknock, Cumru and Kenhorst). Members of non-participating municipalities are currently paying \$75 annually.

Mr. Martin advised that the Borough's call volume has remained relatively level. However, the cost to fully staff an ambulance has basically doubled over the last two (2) years. He further advised that TowerDIRECT's units have remained fully staffed.

Mr. Martin will provide Mr. Brossman a copy of the contract showing the proposed increases for his review.

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

**COMMITTEE REPORTS:**

**Mayor** - In the absence of Mayor Andrew Hivner, Chief Brett Hivner gave the Police Department's report for the month of October. During this month, the Department handled 304 incidents, with 79 arrests being made. Also during this month, 2,897 patrol miles were traveled.

Chief Hivner advised that Officer Andrew Dittmann has received a conditional offer of employment by the Borough of Wyomissing. As such, he will be submitting his resignation from the Borough's Department in the near future.

With the anticipated resignation of Officer Dittmann, Chief Hivner requested that Council authorize

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the Civil Service Commission to begin the hiring process for another officer. Additionally, he requested the possibility of including a ninth officer in the 2024 budget. Chief Hivner will gather the cost information and present it to Council for their consideration.

After a brief discussion, Mr. Vanino made a motion, which was seconded by Dr. Michalik, and duly carried, to authorize the Civil Service Commission to begin the hiring process.

Dr. Michalik then made a motion, which was seconded by Mr. Klee, and unanimously approved, establishing "Trick or Treat" night in the Borough as Tuesday, October 31, 2023 from 6:00 p.m. to 9:00 p.m.

**Police and Personnel** - Mr. Ronald R. Klee, Jr., chairman, made a motion, which was seconded by Dr. Michalik, and unanimously carried to approve the payment of the overtime paid to the members of the Police Department during the month of September in the amount of \$8,368.83.

**Administration-Law-Finance** - Dr. Edward B. Michalik, Jr., chairman, made a motion, which was seconded by Mr. Klee, and duly approved, confirming the payment of the bills associated with the August 31, 2023 Financial Statements as follows:

General Fund - \$347,633.65  
Water Fund - \$257,910.80  
Sewer Fund - \$74,464.13  
Recreation Fund - \$83,187.03  
Fire Fund - \$11,546.96  
Streets Improvement Fund - \$395.00

Dr. Michalik made an additional motion, which was also seconded by Mr. Klee, and duly carried, confirming the payment of the bills associated with the September 30, 2023 Financial Statements as follows:

General Fund - \$276,736.19  
Water Fund - \$253,837.76  
Sewer Fund - \$43,095.05  
Recreation Fund - \$30,314.28  
Fire Fund - \$8,232.57  
Streets Improvement Fund - \$0.00

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**Fire** - Dr. Michalik, vice chairman, gave the Fire Chief's report for the month of September. During this time, the Department responded to a total of forty-six (46) dispatches consisting of eight (8) calls in the Borough and thirty-eight (38) assists to neighboring departments. Twelve (12) training sessions were conducted during the month.

The daytime staffers covered 149 hours of the 160 hours available for the month.

Assistant Chief Bentz distributed information on providing a tax credit to members of the Fire Department. The credit would be provided as an incentive to the members of the Department that reside in the Borough. The Department has determined that this incentive would cost the Borough approximately \$6,000 a year. Council will discuss this request in conjunction with the 2024 Budget.

Dr. Michalik then made a motion, which was seconded by Mr. Klee, and duly carried, giving approval to transfer \$10,000 from the Fire Capital Reserve Fund to the Fire Fund to pay for the pressure washing and painting of various areas of the Engine House.

**Tree-Pole and Light** - Mr. Alec M. Ernst, chairman, reported that the Tree Committee has received requests for sixteen (16) trees from eight (8) residents for the fall planting. The planting date has not yet been determined.

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

°The generator at the Overbrook Pump Station has been placed and the startup test was successfully completed. The Final Change Order still needs to be reviewed by the Authority in order to close out the project.

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

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**Recreation** - Mrs. Elizabeth M. Bentz, chairman, reported that Wednesday, November 29, 2023 at 7:00 p.m. has been established as the date for the Borough's Annual Tree Lighting Ceremony. The raindate will be November 30, 2023.

The Recreation Board also recommended that John Naugle be paid \$100.00 to be the D.J. for this event. Council concurred with this recommendation on a motion by Mrs. Bentz, seconded by Dr. Michalik, and unanimously carried.

**Zoning and Codes** - Mr. Conrad Vanino, chairman gave the report from the Borough's Building Code Official, Terry Naugle, for the month of September. During this time, Mr. Naugle issued two (2) new permits and five (5) certificates of use/occupancy thereby leaving thirty-two (32) permits open.

**Solicitor** - Solicitor Klonis presented **Ordinance No. 1235** which establishes a 9:00 p.m. to 5:00 a.m. curfew for anyone under the age of sixteen (16) years old for the Halloween season, i.e., October 15, 2023 thru October 31, 2023. Council adopted this ordinance, as presented, on a motion by Mr. Vanino, seconded by Mr. Klee, and duly approved.

Council authorized Solicitor Klonis to file liens on the following properties, on a motion by Dr. Michalik, seconded by Mrs. Bentz, and unanimously carried:

- a. Brayan M. Rivera Martinez  
144 Catherine Street, Shillington  
  
Mow grass/weeds on May 2, 2023                      \$ 110.00
  
- b. Kathleen Taylor  
510 Elsie Street, Shillington  
  
Mow grass/weeds on May 2, 2023                      \$ 220.00

**Manager** - Mr. Brossman reported that the Borough received \$29,797.04 on September 21, 2023 from the Pennsylvania

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Department of the Auditor General representing the 2023 allocation supporting the Volunteer Fire Relief Association. Council authorized turning these funds over to the Relief Association of the Fire Department on a motion by Mr. Klee, seconded by Dr. Michalik, can duly carried.

On September 27, 2023, the Borough received \$202,602.95 from the Pennsylvania Department of the Auditor General representing the 2023 allocation of General Municipal Pension State Aid. These funds will be deposited into the Borough's pension plans according to the 2023 Minimum Municipal Obligation.

The Borough received \$2,214.50 on September 29, 2023 from the Pennsylvania Department of Revenue representing the funds due to the Borough under the provisions of the Pennsylvania Public Utility Realty Tax Act (PURTA).

On October 3, 2023, \$53,991.75 was received from the Berks Earned Income Tax Bureau representing the Borough's share of the earned income tax processed from September 1, 2023 through September 30, 2022.

Dr. Michalik then made a motion, which was seconded by Mr. Klee, and unanimously approved, giving permission to renew the Animal Control Contract with Safety Net Sanctuary at a cost of \$4,000 for 2024.

Council approved the sale of the 2009 Ford Crown Victoria Police Vehicle with 133,733 miles to Luke R. Martin for \$1,000, on a motion by Mr. Klee, seconded by Dr. Michalik, and duly carried.

Permission was given to purchase an Atlas tire changer/wheel balancer for a cost of \$3,699, on a motion by Mr. Klee, seconded by Dr. Michalik, and duly approved.

Mr. Vanino made a motion and Dr. Michalik seconded it, which was unanimously carried, giving approval to Alarm Tech System to upgrade the Police Department's Security Camera System at a cost of \$4,997.

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Council approved the installation of a vinyl fence enclosure by ProMax Fence Systems at the Overbrook Pump Station at a cost of \$6,315, on a motion by Dr. Michalik, seconded by Mr. Vanino, and duly carried.

Mr. Vanino made a motion, which was seconded by Mr. Klee, and unanimously approved, to accept the proposal from Entech Engineering to assist the Water Department in conducting an inventory of lead lines in the water system and reporting the findings to the Department of Environmental Protection, as required, at a cost of \$27,200.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

As there was no further business, the meeting was adjourned on a motion by Mr. Vanino and duly carried at 8:45 p.m.

Respectfully submitted,

Jan M. Boyd  
Borough Secretary