

Mayor Hivner presided over the January 2, 2024, 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:

John W. Hoffert
Mark C. Grounard
Michael D. Mountz

Council members in attendance were: Elizabeth M. Bentz; Mark C. Grounard; John W. Hoffert; Michael A. Hoffert; Ronald R. Klee, Jr.; Edward B. Michalik, Jr. and Michael D. Mountz. 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 Dr. Michalik, seconded by Mr. Klee. 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 Dr. Michalik, seconded by Mrs. Bentz. The Secretary was directed to cast the ballot. Ronald R. Klee, Jr. was officially declared Vice President.

On a motion by Dr. Michalik, seconded by Mr. Klee, and duly carried, the following Borough Officials

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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: *Robert M. Knouse, Jr.*
DEPUTY FIRE CHIEF: *David M. Bentz*
ASSISTANT FIRE CHIEF: *Timothy Deamer*
SECOND ASSISTANT FIRE CHIEF: *David Yoch*
CAPTAIN: *Konnor Kegerise*
SECOND CAPTAIN: *Eric Kohl*
LIEUTENANT: *Andrew Yetter*
SECOND LIEUTENANT: *Zachary Loder*
FIRE MARSHALL: *Bruce L. Squibb*
FIRE POLICE CAPTAIN: *Vacant*
FIRE POLICE LIEUTENANT: *Vacant*

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

GENERAL SUPERVISOR: *Douglas J. Weiss*
ASSISTANT GENERAL SUPERVISOR: *Jeffrey S. Balthaser*
BUILDING CODE OFFICIAL: *Terrence Naugle (Great Valley Consultants)*
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.*
RENTAL INSPECTION PROGRAM ADMINISTRATOR: *Kraft Code Services*

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On a motion made by Mr. Michael Hoffert, which was seconded by Dr. Michalik, 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.

Council also moved to continue the use of **VIST Bank** as Depository for the Borough, and the **Pennsylvania Local Government Investment Trust (PLGIT)** for investment purposes, on a motion by Mr. Klee, seconded by Mr. Michael Hoffert, and unanimously carried.

Council 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, on a motion by Mr. Klee, seconded by Mr. Michael Hoffert, and duly approved.

By motion of Mr. Klee, seconded by Dr. Michalik, and unanimously approved, Council moved to continue to hold its regular meetings for the years 2024-2025, 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 at 7:15 p.m. 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; Mark C. Grounard; John W. Hoffert; Michael A. Hoffert; Ronald R. Klee, Jr.; Edward B. Michalik, Jr. and Michael D. Mountz. Present in addition to the Council members were Mayor Andrew R. Hivner, Borough Manager Scott D. Brossman, Fire Chief Robert M. Knouse, Police Chief Brett A. Hivner, Solicitor Thomas L. Klonis and Secretary Jan M. Boyd. Terrence Naugle of Great Valley Consultants was also in attendance.

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On a motion by Mr. Klee, seconded by Mr. Michael Hoffert, and duly carried, the minutes of the December 14, 2023, council meeting were approved as forwarded to each member.

Dr. Michalik abstained from voting, as he was not at the December meeting.

President Hoffert extended a welcome to all new members on Council.

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 292 incidents, with 75 arrests being made. Also during this month, 2,609 patrol miles were traveled.

All officers have completed their mandatory recertification in Defensive Tactics, Taser, Firearm and Patrol Rifle.

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 \$14,272.66 to the members of the Police Department during the month of December.

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

a. Approved NEW permits:

410 State Street - Linda Goodwin
530 March Street - Mark Nowotarski
108 North Miller Street - Hannah McAfee

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

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Renewed permits continued:

31 Second Street - Suzanne McCallum
121 West Lancaster Avenue - Manny Esh Respiratory
Care
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
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
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
1 West Broad Street - Jeffrey R. Grimes
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
61 Second Street - Cynthia Webber
110 New Holland Avenue - Suzanne Richmond
114 Philadelphia Avenue - Pedro A. Moya Nelazquez
320 State Street - Giovanni Barbuto
46 Hendel Street - Marjorie Baretow
29 Pennsylvania Avenue - Chad M. Heckman
224 South Wyomissing Avenue - Denise Soto
60 Fourth Street - Shirley V. Guinther
218 South Wyomissing Avenue - Christine Killian
300 State Street - Christel Siheidt
327 North Brobst Street - Alexander Rodriguez
210 North Miller Street - Lowell E. Stratton
307 North Brobst Street - Cindy G. Worth
122 Reading Avenue - Betty L. Schlott
212 North Waverly Street - April Lynn Bromhead
26 Pennsylvania Avenue - Quang Vinh Tran

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c. Rescinded the following permits:

119 New Holland Avenue - Edward M. Brosz
236 South Wyomissing Avenue - Peggy A. Peterson

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

Mr. Klee advised that the Civil Service Commission reorganized earlier in the day and will be moving forward with hiring process.

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, 2023, Financial Statements will be forwarded to each member upon completion.

Then, on a motion by Dr. Michalik, seconded by Dr. Bentz, and duly carried, Council accepted, with regret, the resignation of **Ronald R. Klee, Jr.** from the **Shillington Municipal Authority**.

Dr. Michalik made a motion, which was seconded by Mr. Klee, and unanimously carried, to accept the resignation of **Eric Brower** as an alternate on the **Zoning Hearing Board**.

A motion was made by Dr. Michalik, seconded by Mr. Klee, and duly approved, appointing **Conrad Vanino** to the **Shillington Municipal Authority** to complete the unexpired term of Ronald Klee. His term will expire January 2027.

On a motion by Dr. Michalik, seconded by Mrs. Bentz, and duly carried, Council reappointed **Michael J. Moyer** to the **Shillington Municipal Authority** for an additional 5-year term. His term will expire January 2029.

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 forty-six (46) dispatches consisting of eleven (11) calls in the Borough

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and thirty-five (35) assists to neighboring departments. Additionally, three (3) training sessions were conducted during the month.

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

Recreation - Dr. Elizabeth M. Bentz reported that the Recreation Board's next meeting will be held on January 8, 2024.

Manager - Mr. Brossman reported that the Borough received \$3,090.31 from the Pennsylvania Local Government Investment Trust as a rebate for using their procurement cards from September 1, 2022 through August 31, 2023.

Mr. Brossman also reported that the Municipal Authority was awarded a grant for water valve replacement in the amount of \$340,000. The Borough's match for this grant is \$60,000.

QUESTIONS FROM THE PUBLIC: None.

CORRESPONDENCE:

The Borough's Zoning Hearing Board will hold a meeting on January 9, 2024 to hear the proposal of Joseph Templin to put a Self-Storage use at 31 Catherine Street.

As there was no further business, the meeting was adjourned on a motion by Dr. Michalik and duly carried at 7:45 p.m.

Respectfully submitted,

Jan M. Boyd
Borough Secretary

