

The April 11, 2024 meeting of the Shillington Borough Council was called to order at 7:30 p.m. by President John W. Hoffert. Following a moment of silent meditation and the oath of allegiance, roll call was taken. Mayor Andrew R. Hivner and Council member Ronald R. Klee, Jr., were absent. Council members in attendance were: Elizabeth M. Bentz; Mark C. Grounard; John W. Hoffert; Michael A. Hoffert; Edward B. Michalik, Jr. and Michael D. Mountz. Present in addition to the Council members were: Borough Manager Scott D. Brossman, Fire Chief Robert Knouse, Police Chief Brett A. Hivner, Solicitor Thomas Klonis and Secretary Jan M. Boyd. Kenneth Fulmer of Great Valley Consultants was also in attendance along with the following residents:

David Bentz - 333 Wheatland Avenue
Harold Stupp - 115 South Miller Street

As there were no objections, the minutes of the March 14, 2024, council meeting were approved as forwarded to each member on a motion by Dr. Michalik, seconded by Mr. Michael Hoffert, and duly carried.

PUBLIC COMMENT: None.

COMMITTEE REPORTS:

Mayor - In the absence of Mayor Andrew Hivner, Police Chief Brett Hivner gave the Police Department's report for the month of March. During this month, the Department handled 251 incidents, with 35 arrests being made. Also during this month, 2,652 patrol miles were traveled.

Chief Hivner reported that the Police Department investigated an accident on Museum Road involving a Borough resident who was attempting to cross Museum Road when she was struck by a vehicle. Unfortunately, the pedestrian succumbed to her injuries.

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Police and Personnel - Dr. Edward B. Michalik, Jr., chairman, made a motion, which was seconded by Dr. Bentz, and unanimously carried to approve the payment of the overtime paid to the members of the Police Department during the month of March in the amount of \$6,732.48.

Administration-Law-Finance - On a motion by Dr. Elizabeth Bentz, vice-chairman, which was seconded by Mr. Mountz, and duly approved, Council confirmed the payment of the bills associated with the March 31, 2024, Financial Statements, as follows:

General Fund - \$252,901.36
Water Fund - \$244,198.46
Sewer Fund - \$52,922.76
Recreation Fund - \$23,426.95
Fire Fund - \$7,798.53
Streets Improvement Fund - \$0.00

Dr. Bentz advised that each member of Council received a copy of the Borough's 2023 Audit in their packet. Council members were requested to review the audit for action to be taken at the May meeting.

Fire - Mr. Michael A. Hoffert, chairman, gave the Fire Chief's report for the month of March. During this time, the Department responded to a total of fifty-seven (57) dispatches consisting of sixteen (16) calls in the Borough and forty-one (41) assists to neighboring departments. Additionally, five (5) training sessions were conducted during the month.

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

Mr. Michael Hoffert then made a motion to purchase a 2012 GMC Sierra pick-up truck from the Douglas Johns' Estate in the amount of \$12,599.00. This motion was seconded by Dr. Michalik, and duly carried.

It was noted that Mr. Johns was a longtime member of the Fire Department.

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Permission was given to upgrade the lights, siren and warning system of the Fire Department's current utility truck by TRM Emergency Vehicles LLC, at a cost of \$12,490.70, on a motion by Mr. Michael Hoffert, seconded by Dr. Michalik, and unanimously carried.

Tree-Pole and Light - Mr. Mark C. Grounard, chairman, apprised Council that during 2023, twenty-four (24) trees were planted under the direction of the Tree Advisory Committee and approximately thirty (30) trees were removed by property owners. Mr. Grounard felt it might be helpful to track this information on an annual basis.

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

- °The acceptance of Dedication Agreement and payment for release of the final retention of \$4,157.81 remains undone for the Reed Street Water Main Project.
- °Traffic signal equipment for the Green Light Go Project is expected to be delivered mid-April.

President Hoffert continued with his report by giving the report of the Public Works Department for work done during the month of March.

Recreation - Dr. Elizabeth M. Bentz, chairman, gave the minutes of the April 8, 2024, Recreation Board meeting.

At the Recreation Board meeting, Mr. Kuser updated the members on the various summer events: Easter Egg Hunt, Fishing Rodeo, and the Concerts in the Park. The Governor Mifflin Middle School (GMMS) did provide answers to the Board's questions and concerns regarding holding the "Best and Belonging Day" at the pool again this year. Therefore, the members of the Recreation Board were willing to give the GMMS another chance to hold their "Best and Belonging Day."

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The Recreation Board has recommended that Council give conditional approval to the hiring of the following list of summer employees and their respective salaries:

SWIMMING POOL

Pool Manager:

Abigail Steckiel \$ 18.25/hour

Assistant Pool Managers:

Dale Weiss \$ 15.50/hour

Paige Fryberger 13.75/hour

Emma Seifert 13.50/hour

Lifeguards:

Eviline Steckiel \$ 10.50/hour

Mackenzie Caron 10.50/hour

Griffin Sborz 10.50/hour

Owen Harding 10.25/hour

Konnor Rey 10.00/hour

Camryn Caron 10.00/hour

Concessions:

Maya Kraft \$ 9.25/hour

Isiaha Soto 9.00/hour

Dylan Longacre 9.00/hour

Nathan Iraola 9.00/hour

Alex Iraola 9.00/hour

Anglina Iraola-Ceely 9.00/hour

FRONT DESK

Front Desk Manager:

Denise Yerger \$ 12.00/hour

Assistant Front Desk Manager:

Stacey Karmonick \$ 10.00/hour

Desk Attendants:

Alyanna Gensumer \$ 9.50/hour

Leah Kreider 9.00/hour

Karlee Stabolepszy 9.25/hour

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PLAYGROUND

Head Leader:

Sofia Mollura \$ 12.00/hour

Assistant Head Leader:

Cassidy Schultz \$ 11.00/hour

Leaders:

Taylor Koenig \$ 9.25/hour
Gabrielle Kopala 9.75/hour
Shaun O'Brien 9.00/hour
Hannah Rosario 9.00/hour

COACHES

Co-Head Diving Coach:

Charlie Crowell \$ 11.75/hour
Adrienne Miller 11.75/hour

On a motion by Dr. Bentz, seconded by Mr. Michael Hoffert, and duly carried, Council approved the hiring of the above staff members and their respective salaries, contingent upon them submitting all of the required clearances.

Dr. Bentz noted that the Recreation Board questioned why pavilion rental only starts in April and not in January. Mr. Brossman advised that beginning reservations in April fits into the Office Staff's workload better. The beginning of the year is already busy with the annual audit and everything involved with setting up the new year.

Zoning and Codes - Mr. Michael D. Mountz, chairman, gave the report from the Borough's Building Code Official, Terrence Naugle, for the month of March. During this time, Mr. Naugle issued eight (8) new permits and zero (0) certificates of use/occupancy thereby leaving sixty-six (66) permits open.

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Solicitor - Solicitor Klonis presented **Resolution No. 3-2024**, which establishes the pavilion rental fees for 2024. This resolution was adopted, as presented, on a motion by Dr. Michalik, seconded by Dr. Bentz, and duly carried.

By motion of Mr. Michael Hoffert, seconded by Dr. Bentz, and unanimously approved, Solicitor Klonis was given permission to file liens against the following properties:

- Heather Lane Realty LLC/James Mancuso
453 South Wyomissing Avenue, Shillington

Jobbing invoice for grass/weed cutting \$275.00
- Bridget A. John
33 North Sterley Street, Shillington

Jobbing invoices for grass/weed cutting \$550.00

Manager - Mr. Brossman reported that the Borough received its annual distribution from the Russell L. Hiller Charitable Trust Fund in the amount of \$10,000 to be used towards improvements to the recreation park and swimming pool.

The Borough received \$52,618.15 on April 2, 2024 from the Berks Earned Income Tax Bureau representing the Borough's share of the local earned income tax processed from March 1, 2024 through March 31, 2024.

On April 4, 2024, the Borough received \$154,218.61 from the Pennsylvania Department of Transportation representing the Borough's annual allocation of Liquid Fuels Tax funds.

On April 5, 2024, the Borough received \$12,863.00 from the Berks Earned Income Tax Bureau representing it's share of the excess operating revenue from 2023.

Dr. Michalik made a motion, which was seconded by Dr. Bentz, and unanimously carried, giving permission to pay the requests for payment from Advanced

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Enviromation, Inc. in the amount of \$38,529.00 for work completed to date on the update of the controls system of the HVAC system of the Municipal Building.

Council approved the request from K&W Designing Environments to release One Million Seven Hundred Twenty-six Thousand Five Hundred Twenty-three Dollars and twenty-five cents (\$1,726,523.25) of financial security for the Governor Mifflin Community Athletic Building and Campus Improvements Project, on a motion by Dr. Michalik, seconded by Dr. Bentz, and duly carried.

Council then approved the Letter of Credit reduction request in the amount of \$37,200 for the project at 330 North Wyomissing Avenue, on a motion by Dr. Michalik, seconded by Dr. Bentz, and unanimously carried.

On a motion by Dr. Bentz, seconded by Mr. Michael Hoffert, and duly approved, Council gave permission to sell the MaxiPower generator to Michael Letsche at a cost of \$200.00. The generator is to be sold in "as is" condition.

Mr. Michael Hoffert then made a motion, which was seconded by Dr. Bentz, and unanimously carried, authorizing the payment of the annual contribution requests for 2024, as follows:

Berks County Solid Waste Authority - \$250.00
Berks Visiting Nurse Association - \$100.00
Crime Alert Berks County - \$250.00
Center for Excellence in Local Government - \$250.00

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

QUESTIONS FROM THE AUDIENCE: None.

As there was no further business, the meeting was adjourned on a motion by Dr. Michalik, and duly carried at 8:12 p.m.

Respectfully submitted,

Jan M. Boyd
Borough Secretary