

The October 10, 2024 meeting of the Shillington Borough Council was called to order at 7:30 p.m. by President John W. Hoffert. Following the invocation by Mayor Hivner and the oath of allegiance, roll call was taken. Council members in attendance were: John W. Hoffert, Ronald R. Klee, Jr., Dr. Edward B. Michalik, Jr., Michael D. Mountz, Dr. Elizabeth M. Bentz, Michael A. Hoffert, and Mark C. Grounard. Present in addition to the Council members were: Mayor Andrew R. Hivner, Borough Manager Scott D. Brossman, Police Chief Brett A. Hivner, Deputy Fire Chief David M. Bentz, Secretary Jan M. Boyd and Administrative Assistant Tina Kasting. Solicitor Thomas L. Klonis attended via phone and Kenneth Fulmer of Great Valley Consultants was also in attendance along with the following visitors:

Natasha Donaldson - Mifflin Community Library  
Representative  
Garrett Hyneman - 101 Wheatland Avenue (Tree  
Advisory Committee)  
Joshua R. Lytle - 18 Catherine Street  
Veronica Martin - Mifflin Community Library  
Representative  
Harold Stupp - 115 South Miller Street

As there were no objections, the minutes of the September 12, 2024, meeting were approved as forwarded to each member, with the correction of Dr. Michalik's middle initial from "M" to "B", on a motion by Mr. Klee, seconded by Dr. Michalik and duly carried. President Hoffert abstained as he was not at the meeting.

Council also approved the minutes of the Special Meeting held on September 26, 2024, as forwarded to each member on a motion by Dr. Michalik, seconded by Dr. Bentz and duly carried. Mr. Klee, Mr. Michael Hoffert and Mr. Grounard abstained as they did not attend the meeting.

**PUBLIC COMMENT:**

Veronica Martin and Natasha Donaldson addressed Council on behalf of the Mifflin Community Library. In 2024, the Library maintained its Gold Star status.

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Currently, the Library has One Thousand Ninety-one (1,091) active card holders that live in the Borough. Ms. Martin provided an update on the Library's activities and the services that it provides to the 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.

Mr. Lytle addressed Council to express his concern with the Borough's Building Codes. Mr. Lytle believes that the Borough's regulations and the enforcement of them are cost prohibitive to developers. He is looking to get involved with the Borough in order to help streamline the Building Codes and to make it simpler for Developers to follow. President Hoffert acknowledged Mr. Lytle's concerns, but advised that the Borough's Building Code is the Uniformed Construction Code (UCC) which is a State-wide code that all municipalities adopt and follow for safety, conformity and liability. For him to have any impact on the Code regulations and requirements, Mr. Lytle would have to go to the State level. The Borough hires a third party, Great Valley Consultants, to implement the codes.

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

**COMMITTEE REPORTS:**

**Mayor** - Mayor Hivner gave the Police Department's report for the month of September. During this month, the Department handled 241 incidents, with 36 arrests being made. Also during this month, 2,778 patrol miles were traveled.

Police Chief Hivner provided an update on conditional hire Kyle R. Wood. Mr. Wood has successfully completed the psychological examination and is in process of undergoing the required physical examination.

Dr. Michalik then made a motion, which was seconded by Mr. Klee, and unanimously approved, establishing "Trick or Treat" night in the Borough as Thursday, October 31, 2024 from 6:00 p.m. to 9:00 p.m.

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**Police and Personnel** - On a motion of Dr. Edward B. Michalik, Jr., chairman, seconded by Mr. Klee, and duly carried, Council approved the payment of \$4,995.11 in overtime paid to the members of the Police Department during the month of September.

At this time, 7:55 p.m., President Hoffert called for an Executive Session for a personnel matter. Regular session was called back to order at 8:23 pm.

Following the recommendation of the Police and Personnel Committee, Dr. Michalik made a motion, which was seconded by Mr. Klee, and unanimously carried, Council approved a salary increase for Jeffrey S. Balthaser to \$90,500 annually, effective October 13, 2024.

Dr. Michalik advised that the Police and Personnel Committee, is recommending that Lucas C. Moyer be offered a conditional hire to the Police Department. Therefore, Dr. Michalik made a conditional motion, which was seconded by Mr. Klee, and duly carried, to hire Lucas C. Moyer as a police officer for the Borough effective January 10, 2025, contingent upon the following:

- °successfully passing a physical examination and psychological evaluation; and
- °successfully completing all entry testing of the Police Academy; and
- °the successful completion of the Police Academy training, thereby obtaining his Act 120 certification.

Additionally, it is understood that Kyle Wood, who is starting with the Borough on the same date will have seniority over Mr. Moyer.

**Administration-Law-Finance** - On a motion by Mr. Ronald R. Klee, Jr., chairman, seconded by Dr. Bentz, and unanimously approved, Council confirmed the payment of the bills associated with the September 30, 2024, Financial Statements, as follows:

General Fund - \$348,814.75  
Water Fund - \$271,737.38  
Sewer Fund - \$65,014.87  
Recreation Board - \$35,200.48  
Fire Fund - \$9,239.18  
Streets Improvement Fund - \$297.00

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**Fire** - Mr. Michael A. Hoffert, chairman, gave the Fire Chief's report for the month of September. The Department responded to a total of fifty-eight (58) dispatches consisting of twelve (12) calls in the Borough and forty-six (46) assists to neighboring departments. The Department also conducted four (4) training sessions during the month.

The members covered all one hundred sixty-eight (168) hours of the available daytime staffing for the month.

Deputy Chief Bentz advised that the floor refinishing project at the Engine House has been completed, but has encountered some issues. The contractor will be redoing the painting to correct uneven surfaces and peeling paint that have come to light. No action will be taken on the invoice until the problem has been remedied.

**Tree-Pole and Light** - Mr. Mark C. Grounard, chairman, presented the project of Garrett Hyneman, of the Shillington Tree Advisory Committee (STAC). Mr. Hyneman is requesting permission from Council to purchase and plant ten (10) trees in the right-of-way of the Governor Mifflin School District campus, at a cost not to exceed \$2,700. It was noted that the Governor Mifflin School Board has given their approval to this project.

Following a brief discussion, a motion was made by Mr. Grounard, seconded by Dr. Michalik, and duly carried, conditional approval was given to the above project pending approval of the tree locations.

Mr. Grounard added that STAC has also received requests for approximately twenty (20) trees for their fall planting.

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

°Great Valley Consultants (GVC) recommended tabling the invoice from DMU Enterprises, Inc. for the resurfacing of the floor of the Engine House. Unfortunately, there have been issues with the floor and remedial work will need to be made.

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

**Recreation** - Dr. Elizabeth M. Bentz, chairman, advised that the Recreation Board met on October 7, 2024. The following items were discussed:

°The Annual Tree Lighting Ceremony will be held on Wednesday, December 4, 2024 at 7:00 p.m., with a rain date of Thursday, December 5, 2024 at 7:00 p.m.; and

°The Recreation Board recommended that John Naugle be paid \$100.00 to provide D.J. services for the above event. Council concurred with this recommendation on a motion by Dr. Bentz, seconded by Mr. Grounard, and unanimously carried.

**Zoning and Codes** - Mr. Michael D. Mountz, chairman, gave the report from the Borough's Building Code Official, Terrence Naugle, for the month of September. During this time, Mr. Naugle issued nine (9) new permits and two (2) certificates of use/occupancy thereby leaving eight-one (81) permits open.

**Solicitor** - Solicitor Klonis presented **Ordinance No. 1240**, 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, 2024 thru October 31, 2024. Council adopted this ordinance, as presented, on a motion by Mr. Michael Hoffert, seconded by Mr. Klee, and duly approved.

**Manager** - Mr. Brossman reported that the Borough received \$30,161.50 on September 18, 2024 from the Pennsylvania Department of the Auditor General representing the 2024 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 Dr. Michalik, seconded by Mr. Klee, and duly carried.

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On September 25, 2024, the Borough received \$210,070.59 from the Pennsylvania Department of the Auditor General representing the 2024 allocation of General Municipal Pension State Aid. These funds will be deposited into the Borough's pension plans according to the 2024 Minimum Municipal Obligation.

The Borough received \$2,585.33 on October 1, 2024 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 2, 2024, \$48,212.59 was received from the Berks Earned Income Tax Bureau representing the Borough's share of the earned income tax processed from September 1, 2024 through September 30, 2024.

Mr. Brossman requested authorization to have Great Valley Consultants prepare the specifications and to advertise for bids for the 2025 Streets Project. Authorization was given on a motion by Mr. Michael Hoffert, seconded by Dr. Michalik and duly carried.

Mr. Brossman presented the invoice from DMU Enterprises, Inc. for the resurfacing of the floor at the Engine House. Following a recent discussion with the Fire Chief regarding some issues that have developed with the floor, the Borough Engineers have recommended that this invoice be tabled until these issues can be remedied. A motion was made by Mr. Klee, seconded by Mr. Michael Hoffert, and unanimously carried to table any action on this invoice.

**UNFINISHED BUSINESS:**

President Hoffert inquired on the status of the bids that were received for the refuse and recycling contracts and were tabled at the September 12, 2024 Council meeting. Mr. Brossman advised that a Special Meeting was held on September 26, 2024 at which time all bids were rejected and the Borough was authorized to rebid these contracts. Mr. Brossman advised that they have been readvertised and will be received and opened on Tuesday, October 29, 2024.

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**NEW BUSINESS:**

Mr. Michael D. Mountz, who will be moving out of the Borough, has submitted his resignation letter, to be effective October 17, 2024. Council accepted his resignation, with regret, by motion by Dr. Michalik, seconded by Mr. Klee, and unanimously carried.

Council then extended their best wishes to Mr. Mountz and thanked him for his many years of dedicated service to the Borough in various capacities.

**COMMUNICATIONS:**

President Hoffert read the card received from the family of Ronald C. Dunkelberger thanking the Borough Council members and staff for the sympathy arrangement. Mr. Dunkelberger was a former Borough Council member, who passed away August 30, 2024.

Council established that a Budget Workshop will be held on Monday, November 18, 2024 beginning at 6:00 p.m.

As there was no further business, the meeting was adjourned on a motion by Mr. Klee, and duly carried at 8:58 p.m.

Respectfully submitted,

Jan M. Boyd  
Borough Secretary