

The November 13, 2025, Shillington Borough Council meeting 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 member Ronald R. Klee, Jr. was absent. Council members in attendance were: Dr. Elizabeth M. Bentz, Nicholas M. Bentz, Mark C. Grounard, John W. Hoffert, Michael A. Hoffert, and Dr. Edward B. Michalik. Present in addition to the Council members were: Mayor Andrew R. Hivner, Borough Manager Scott D. Brossman, Fire Chief Robert Knouse, Police Chief Brett A. Hivner, Solicitor Thomas Klonis, Secretary Jan M. Boyd and Administrative Assistant Kristen M. Schlottman. Terrence Naugle of Great Valley Consultants was in attendance along with the following residents:

Veronica Martin - Mifflin Community Library Representative  
Joshua Mitchell - 314 State Street

As there were no objections, the minutes of the October 9, 2025, council meeting were approved as forwarded to each member on a motion by Dr. Michalik, seconded by Mr. Grounard, and duly carried.

**PUBLIC COMMENT:** Veronica Martin addressed Council on behalf of the Mifflin Community Library. Currently, the Borough has over One Thousand (1,000) active card holders that live in the Borough. Ms. Martin also provided an update on the Library's activities and the services that it provides to the members of the community. Ms. Martin concluded her presentation by thanking Council for their continued support.

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

**COMMITTEE REPORTS:**

**Mayor** - Mayor Andrew R. Hivner, gave the Police Department's report for the month of October. During this month, the Department handled 293 incidents, with 58 arrests being made. Also during this month, 2,892 patrol miles were traveled.

November 13, 2025

Officer Mackenzie Adame attended Certified Field Training Officer school. All Officers completed mandatory Defensive Tactics (DT) and Handcuffing re-certification. Additionally, Officers Kyle Wood and Lucas Moyer successfully completed their Field Training programs and are now on their own shifts. Cody Technologies Records Management System (RMS) has switched to a "web based" format and the Department continues to navigate that transition.

**Police and Personnel** - Dr. Edward B. Michalik, 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 October in the amount of \$8,817.72.

**Administration-Law-Finance** - Dr. Elizabeth Bentz, vice chairman, made a motion to confirm the payment of the bills associated with the October 31, 2025 Financial Statements. This motion was seconded by Dr. Michalik, and duly carried, as follows:

General Fund -	\$588,493.32
Water Fund -	\$262,297.42
Sewer Fund -	\$140,206.49
Recreation Board -	\$31,857.68
Fire Fund -	\$5,559.45
Streets Improvement Fund -	\$9,241.00

Council received a request from Madison Williams of 5 East Elm street to keep hens at her property for personal egg production and educational purposes. Solicitor Klonis advised that this request is in violation of Ordinance No. 1186, which does not allow farm animals in the Borough. Therefore, Council denied this request, on a motion by Mr. John Hoffert, seconded by Mr. Michael Hoffert and unanimously carried.

**Fire** - Mr. Michael A. Hoffert, chairman, gave the Fire Chief's report for the month of October. During this time, the Department responded to a total of fifty-five (55) dispatches consisting of twenty (20) calls in the Borough and thirty-six (36) assists to neighboring departments. Additionally, four (4) training sessions

November 13, 2025

were conducted during the month. There was no reported fire damage within the Borough for the month of October.

The daytime staffers covered 184 hours of available staffing hours for the month.

In October, the Fire Company applied for the annual Pennsylvania Fire Company and Emergency Medical Services Grant through the State Fire Commissioner's Office with a maximum grant amount of \$20,000.00.

**Tree-Pole and Light** - Mr. Mark C. Grounard, chairman, advised Council that the fall tree planting had been completed on November 12, 2025, and approximately fifteen (15) trees were planted.

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

- °The remedial work at the Fire Engine House has been completed. The Borough has received an invoice from DMU Enterprises, Inc. and payment has been recommended by Great Valley Consultants (GVC) in the amount of \$25,847.50. Action on this invoice was taken under the Manager's report.
- °The 2025 Streets Improvement Project has been completed. Payment Application No. 1 (final) has been received from New Enterprise Stone & Lime Co. in the amount of \$790,281.22, which has been recommended for payment by Great Valley Consultants. Action on this Payment Application was taken under the Manager's report.
- °The Governor Mifflin School District (GMSD) has submitted Request for Release No. 2 from the Letter of Credit for the Community Athletic Center Project in the amount of \$371,635.75. Action on this request was taken under the Manager's report.

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

November 13, 2025

**Recreation** - Dr. Elizabeth M. Bentz, chairman, gave the report of the Recreation Board meeting held on November 10, 2025.

Dr. Bentz highlighted several items including the Annual Tree Lighting ceremony scheduled for December 3, 2025 at 7:00 p.m. with a rain date of December 4, 2025. Dr. Bentz advised that a refund request was received from people that rented Pavilion No. 3 for a date in July, but claim that they were unable to use it. After further discussion, Council learned that there was not a quorum present at the Recreation Board's meeting, therefore, President Hoffert tabled Council's action until the Recreation Board can consider this request at an official meeting.

**Zoning and Codes** - Mr. Nicholas M. Bentz, chairman, gave the report from the Borough's Building Code Official, Terrence Naugle, for the month of October. During this time, Mr. Naugle issued nine (9) new permits and eight (8) certificates of use/occupancy thereby leaving ninety-six (96) permits open.

At the conclusion of Mr. Bentz's report, the Borough's Building Code Official, Mr. Terrence Naugle addressed a question from Mr. John Hoffert regarding the number of open permits being ninety-six (96). Mr. Naugle advised that a portion of the open permits were "old" and he is expecting several more of them to close in November. Mr. Naugle also indicated that he is diligently working to close out as many "old" permits as possible in the future with the majority of those needing only final inspection.

**Solicitor** - Solicitor Klonis presented **Resolution No. 16-2025**, which approves a Statewide Local Share Assessment Grant in the amount of One Hundred Ninety-nine Thousand Five Hundred Sixty-Nine and 56/100 Dollars (\$199,569.56) to be used for the paving of Butch Bare Lane. This Resolution was adopted, as presented, on a motion by Dr. Michalik, seconded by Mr. Michael Hoffert, and duly carried.

Solicitor Klonis also referred for consideration **Resolution No. 17-2025**, which approves a Statewide Local Share Assessment Grant of One Million Dollars (\$1,000,000) to be used for the purchase of water meter endpoints for

November 13, 2025

meter reading, new water meters, and the billing software related to the existing water distribution system. On a motion by Mr. Michael Hoffert, seconded by Mr. Bentz, and unanimously approved, Council adopted this Resolution, as presented.

Solicitor Klonis was given permission to file liens against the following on a motion by Dr. Michalik, seconded by Mr. Grounard, and duly carried:

- a. JKM Real Estate LLC  
For: 405 State Street  
-1/9/25 Snow Removal Jobbing Invoice \$132.00
- b. Sara L. Gibson/Ronald D. Tragesser  
126 Philadelphia Avenue  
-Curb Box/Rod Labor Invoice \$287.40
- c. Losena S. Kearse  
511 Grill Avenue  
-Remove Frozen Meter/Install New \$225.00
- d. Lovinson Washington  
503 Governor Drive  
-Remove Frozen Meter/Install New \$225.00
- e. Jawad Ahmad  
For: 106 Revere Boulevard  
-Remove Frozen Meter/Install New \$332.00

**Manager** - Mr. Grossman distributed the 2026 Tentative Budget to the Council members. On a motion by Dr. Michalik, seconded by Dr. Bentz, and unanimously approved, Council adopted the 2026 Tentative Budget, as presented, and authorized its advertising. The total budget is \$13,049,900.00 and the General Fund is \$4,995,400.00. There is no proposed tax increase and the millage rate will remain at 7.14.

The Borough received \$54,194.67 on October 2, 2025, from the Berks Earned Income Tax Bureau representing the Borough's share of the earned income tax processed from September 1, 2025 through September 30, 2025.

The Borough received proceeds from Kleinfelter's Auction in the amount of \$865.80 from the sale of several items that remained in the property at 217 Catherine Street when purchased by the Borough.

November 13, 2025

The Borough received \$22,064.90 from Selective Insurance Company of America for the damage to the traffic signal controller box at the intersection of Museum Road and Lancaster Avenue.

The Borough received a remittance of funds on October 23, 2025 for the 902 Development and Implementation of Municipal Recycling Grant in the amount of \$20,223.03 and the 904 Recycling Performance Grant for 2023 in the amount of \$3,574.02.

The Borough received \$19,514.84 from Comcast Cable representing the cable franchise fees for the period of July 2025 through September 2025.

Council authorized payment of \$25,847.50 to DMU Enterprises, Inc. for the completion of the resurfacing of the Fire Engine House floor, on a motion by Mr. Michael Hoffert, seconded by Dr. Michalik, and duly approved.

Approval was given for the Letter of Credit Release No. 2 (Final) of the Governor Mifflin School District Community Athletic Center Project in the amount of \$371,635.75, on a motion by Dr. Bentz, seconded by Mr. Grounard, and duly approved.

Authorization was given to pay the Final Payment Application No. 1 to New Enterprise Stone & Lime Co. in the amount of \$790,281.22 for the completion of work for the 2025 Streets Improvement Project on a motion by Dr. Michalik, seconded by Dr. Bentz, and unanimously carried.

Permission was given for Wexcon, Inc. to pave the intersection at East Walnut Street and North Brobst Street that was damaged due to a water main break. The cost of re-paving is \$21,961.72. This action was authorized on a motion by Dr. Bentz, seconded by Mr. Michael Hoffert, and duly approved.

On a motion by Mr. Michael Hoffert, seconded by Mr. Grounard, and unanimously carried, Council authorized Wexcon, Inc. to pave a driving-lane width of Elkins Avenue between Harding Avenue and High Boulevard for a cost of

November 13, 2025

\$23,639.15. This roadway was damaged due to several water main breaks.

In October, Council adopted a fair or market value of plan assets to determine the actuarial value of assets as part of the actuarial evaluation of the Borough's Non-Uniformed and Police Pension Plans. Prior to this, the Borough used a five-year smoothing method. With this change, the Borough's Minimum Municipal Obligation (MMO) amounts had to be updated as follows:

Police - \$81,075.00  
Non-Uniformed - \$105,585.00

On October 16, 2025, an audit of the Borough's Certified Workplace Safety Committee was conducted. The audit determined that the Committee has met all certification requirements for the policy periods reviewed.

**UNFINISHED BUSINESS:**

President Hoffert advised the Sheriff's sale scheduled for 200 West Lancaster Avenue was postponed until December 5, 2025.

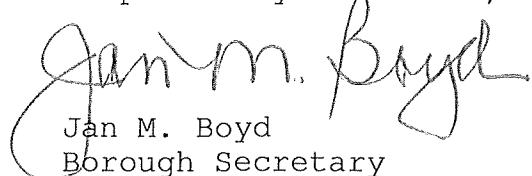
President Hoffert addressed the request made at the September 11, 2025 council meeting to enact an ordinance that would require children under the age of sixteen (16) to wear a helmet when riding an electric scooter. Due to pending State legislation, Council will take no further action and this matter is closed.

**NEW BUSINESS:** None.

**QUESTIONS FROM THE AUDIENCE:** None.

As there was no further business, the meeting was adjourned on a motion by Dr. Edward Michalik, and duly carried at 8:20 p.m.

Respectfully submitted,

  
Jan M. Boyd  
Borough Secretary