

The December 11, 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 members in attendance were: Dr. Elizabeth M. Bentz, Nicholas M. Bentz, Mark C. Grounard, John W. Hoffert, Michael A. Hoffert, Ronald R. Klee, Jr., 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. Also in attendance, Kenneth Fulmer of Great Valley Consultants along with the following:

Councilman Elect, Jared A. Hopgood - 84 Museum Road
Fire Company Representatives:

Timothy Deamer, Andrew Dittman, Scott Huber,
Aaron Johnson, Allen Kegerise, Sharon Kegerise,
Christopher Roche, and David Yoch.

As there were no objections, the minutes of the November 13, 2025 Council meeting were approved as forwarded to each member upon motion of Dr. Michalik, seconded by Mr. Bentz and duly carried.

Following a motion by Dr. Michalik, seconded by Mr. Bentz, and unanimously approved, the minutes from the November 18, 2025 Budget Workshop meeting were approved as forwarded to each member.

PUBLIC COMMENT: None.

PUBLIC COMMENT ON AGENDA ITEMS: None.

COMMITTEE REPORTS:

Mayor - Mayor Andrew R. Hivner gave the Police Department's report for the month of November. During this month, the Department handled 322 incidents, with 56 arrests being made. Also, there were 3,019 patrol miles traveled.

Officers Kyle Wood and Lucas Moyer attended a Traffic Patrol/Drug Interdiction course presented by The Institute for Law Enforcement Education. The Department also participated in a DUI roving patrol detail sponsored by The North Central Highway Safety Network and used the Safety Net Sanctuary for stray/loose dogs on three (3) occasions.

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Police and Personnel - Dr. Edward B. Michalik, chairman, made a motion, which was seconded by Mr. Klee, and unanimously carried to approve the payment of the overtime paid to the members of the Police Department during the month of November in the amount of \$12,737.32.

Administration-Law-Finance - On a motion by Mr. Ronald R. Klee, Jr., chairman, seconded by Mr. Michael Hoffert, and duly approved, Council adopted the 2026 budget with a tax base of 5.64 mills for General Borough purposes, 1.00 mills for Streets Improvement purposes, and .5 mills for Fire purposes, for a total tax rate of 7.14 mills.

Upon motion of Mr. Klee, seconded by Dr. Michalik, and unanimously carried the following board reappointments were made by Council, **Michael Moyer** was reappointed to the **Zoning Hearing Board** for a term of five (5) years, **Ronald R. Klee, Jr.**, to the **Civil Service Commission** for a term of six (6) years, and **Douglas J. Weiss** as the representative to the **Western Berks Water Authority** for a term of five (5) years.

Following a motion by Mr. Klee, seconded by Dr. Michalik, and duly carried, Council confirmed the payment of bills associated with the November 30, 2025 Financial Statements as follows:

- General Fund - \$374,994.86
- Water Fund - \$283,482.96
- Sewer Fund - \$173,133.88
- Recreation Fund - \$31,764.83
- Fire Fund - \$22,137.65
- Streets Improvement Fund - \$21,884.60

In closing, upon motion of Mr. Klee, seconded by Mr. Michael Hoffert, and duly approved, authorization was given to pay the bills until the end of the year.

Fire - Mr. Michael A. Hoffert, chairman, gave the Fire Chief's report for the month of November. During this time, the Department responded to a total of 45 dispatches consisting of 13 calls in the Borough and 32 assists to neighboring departments. Additionally, four (4) training sessions were conducted during the month. There was no reported fire damage in the Borough during November.

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At this time, Council was advised that the Fire Department would like action taken on several invoices regarding the refurbishment of the 1999 Seagrave engine. Unfortunately, these items were not included on the agenda, therefore, Mr. Klee made a motion, which was seconded by Dr. Michalik, and duly carried to amend the agenda to include the fire invoices.

Following the agenda amendment, upon a motion made by Mr. Hoffert, seconded by Dr. Michalik, and duly carried, Council authorized payment of Two Thousand Five Hundred Dollars (\$2,500.00) to Seagrave for the consultation to develop a scope of work (SOW) to refurbish one engine, and to pay Emergency Vehicle Response Five Hundred Dollars (\$500.00) for the evaluation of one engine with Seagrave.

In closing, Mr. Hoffert presented Chief Knouse with a certificate of recognition for his years of service as Fire Chief to the Borough's Fire Department from 2023 to 2025.

Tree-Pole-Light - Mr. Mark C. Grounard reported no activity for the month of November.

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

°The Reed Street water main project is complete except for the acceptance of Dedication Agreement and payment for release of final retention of Four Thousand One Hundred Fifty Seven 81/100 Dollars (\$4,157.81) which has not been requested as of this date.

°Regarding the 2025 Streets Improvement Project, a change order will be submitted to the Borough to reconcile the differences between the estimated and as-built quantities. The original cost was One Million Ninety Five Thousand One Hundred Seventy Four 50/100 Dollars (\$1,095,174.50) and final payment was Seven Hundred Ninety Thousand Two hundred Eighty One 22/100 Dollars (\$790,281.22).

President Hoffert continued with his report by giving the report of the Public Works Department for the month of November.

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Recreation - Dr. Elizabeth M. Bentz, chairman, gave the report of the Recreation Board meeting held on December 8, 2025. Dr. Bentz advised Council that the annual Tree Lighting was a great success and there was considerable community attendance.

Dr. Bentz further reported that the Recreation Board revisited the request for a refund related to the use of Pavilion No. 3 on a date in July. This matter had previously been tabled by Council at its November 13, 2025 meeting. Dr. Bentz advised Council that a quorum was present at the December 8, 2025 Recreation Board meeting and that the Board recommended denial of the requested refund. Upon motion by Mr. Michael Hoffert, seconded by Mr. Grounard, and carried unanimously, Council denied the requested refund.

Dr. Bentz concluded by expressing her appreciation to the Shillington Borough Fire Department for transporting Santa Claus throughout the Borough and to Town Hall for the tree lighting event.

Zoning and Codes - Mr. Nicholas M. Bentz, chairman, gave the report from the Borough's Building Code Official, Terrence Naugle, for the month of November. During this time, Mr. Naugle issued six (6) new permits, and eight (8) certificates of use/occupancy thereby leaving ninety-four (94) open permits.

Solicitor - Solicitor Klonis presented **Resolution No. 18-2025**, which was adopted as presented upon motion by Mr. Klee, seconded by Dr. Michalik, and unanimously approved, setting the Real Estate tax rate for 2026 at 7.14 mills.

The **2026 Payroll Resolution (No. 19-2025)**, was adopted as presented to each member, by motion of Dr. Michalik, seconded by Mr. Klee, and duly carried.

Mr. Klee made a motion, seconded by Mr. Grounard, and duly approved, to adopt **Resolution No. 20-2025**, which sets the annual refuse collection charge at Three Hundred Twenty Seven Dollars (\$327.00) per dwelling unit for 2026.

Resolution No. 21-2025, which sets the rate of members' contributions to the Police Pension Fund at five (5) percent for 2026, was adopted as presented by Mr. Klonis, on a motion by Mr. Klee, seconded by Dr. Michalik, and unanimously carried.

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On a motion by Mr. Klee, seconded by Mr. Michael Hoffert, and duly approved, Council adopted **Resolution 22-2025**, which sets the healthcare insurance premium biweekly cost-sharing rate to be paid by employees, as presented.

Upon motion of Mr. Klee, seconded by Mr. Grounard, and duly carried, **Resolution 23-2025** was adopted by Council as presented, which establishes new sewer rates effective January 1, 2026.

A motion was then made by Mr. Klee, seconded by Mr. Michael Hoffert, and unanimously approved, to retain the Act 511 taxes at their existing rates (Per Capita, Earned Income, Local Services, Business Privilege, and Occupational Assessment).

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

-Shane M. Bare (Estate)	
36 South Sterley Street	
-Outstanding Water, Sewer and Refuse	\$490.00
-Water Jobbing Invoice	<u>\$ 30.00</u>
	\$520.00
-Yolier Del Rosario Rosario	
142 Washington Street	
-Mowing Jobbing Invoice	\$132.00

Upon motion by Dr. Michalik, seconded by Mr. Nicholas Bentz, and duly approved, Council executed the Western Berks Water Authority Fifth Supplemental Service Agreement, to extend the term of the original Service Agreement.

Manager - Mr. Brossman reported that on December 2, 2025, the Borough received \$141,125.88 from the Berks Earned Income Tax Bureau representing the Borough's share of the earned income tax processed from November 1, 2025 to November 30, 2025.

The Borough received \$3,964.66 representing the 2025 rebate from the PLGIT P-Card Program.

On December 2, 2025, the Borough received \$1,031.71 from the Commonwealth of Pennsylvania for the State Police fines in the month of November.

Council gave permission to pay Wexcon, Inc. \$26,435.00 from the Water Surcharge Fund for the Elkins Avenue waterline replacement project on a motion by Mr. Klee, seconded by Mr. Bentz, and duly approved.

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On a motion by Dr. Bentz, seconded by Dr. Michalik, and unanimously carried, permission was given to pay \$8,205.36 to Wexcon, Inc., for the materials needed for the Elkins Avenue waterline replacement project.

Mr. Brossman stated that the 2026 Reorganization meeting will be held on January 5, 2026 at 7:00 p.m., and the regular Council Meeting will be held immediately following.

In conclusion, Mr. Brossman thanked Council and the Borough staff for their support and work throughout the year. Additionally, he recognized Mr. Grounard for his assistance with the plaque presented to Chief Knouse and also Dr. Michalik for his years of service to Council and the Borough.

Unfinished Business - President Hoffert updated Council on the Sheriff's Sale scheduled for 200 West Lancaster Avenue. As of this date, the property was removed from bankruptcy and released back to the lien holder, Stellar Homes. Upon sale of the property, all debt will be paid by the lien holder. A new title for the property will be available December 26, 2025.

The matter regarding the refund request for Pavilion No. 3 was addressed and acted upon during the Recreation Board report of the meeting.

New Business - President Hoffert advised Council that he received a request for a joint meeting with the Mohnton Borough Council regarding the Fire Apparatus Fleet Review and Fire Station Assessment completed by Emergency Vehicle Response. Following a brief discussion, a tentative date of January 8, 2026 at 6:00 p.m. was decided. Mr. Klee will confirm that date with Mohnton Borough Council. This special meeting will be held in Shillington Borough Council chambers at 999 East Broad Street, Shillington.

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 8:22 p.m.

Respectfully submitted,

Jan M. Boyd
Borough Secretary