

The June 12, 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: Nicholas M. Bentz; Elizabeth M. Bentz; Ronald R. Klee, Jr.; John W. Hoffert; Edward B. Michalik, Jr.; Michael A. Hoffert; and Mark C. Grounard. 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 Tina Kasting. Kenneth Fulmer of Great Valley Consultants was also in attendance along with the following members of the public:

Patti Adams - 108 Morwood Avenue, West Lawn  
Randall T. Boyd - 3 Foxfield Lane, Sinking Spring  
Carol J. Hertzog - 3623 Lantana Avenue, Reading  
Robert Jacob Labagh - 507 Sycamore Road - Mohnton  
Isabella Mollura - 131 Matthew Drive, Sinking  
Spring  
Reading Area Convention Committee of Narcotics  
Anonymous (RACCNA) members  
Sophia Mollura - 131 Matthew Drive, Sinking Spring  
Wendi J. Smith - 507 Fern Avenue, Reading  
Allison L. Squibb - 3 Foxfield Lane, Sinking  
Spring  
Erin Squibb - 3 Foxfield Lane, Sinking Spring  
Harold Stupp - 115 South Miller Street,  
Shillington

As there were no objections, the minutes of the May 8, 2025, council meeting were approved as forwarded to each member on a motion by Mr. Klee, seconded by Mr. Michael Hoffert, and duly carried.

**PUBLIC HEARING ON COMCAST CABLE FRANCHISE RENEWAL:**

President Hoffert made opening remarks regarding the Comcast Cable Franchise Renewal. The hearing is held pursuant to Section 626 of the federal Cable Act, which sets forth the process for franchise renewal. The purpose of the hearing is to hear from citizens regarding the past performance of the cable operator and the Borough's future cable-related needs.

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President Hoffert opened the meeting to the public for comments. There was no public questions or comments.

**PETITIONS, COMPLAINTS, COMMENTS AND SUGGESTIONS FROM CITIZENS:**

Jacob Labagh, from Alvernia University's TExpL® (Total Experience Learning®) program, requested the temporary closure of Waverly Street on July 16, 2025 from 8:00 a.m. to 3:00 p.m., to perform an experiment on the Governor Mifflin thrower's field at the concrete pad location. Mr. Labagh wants to test a hydrogen peroxide rocket through multiple small burst experiments throughout the day and is requesting road closure of Waverly Street for a safety buffer.

President Hoffert asked why the experiment could not be done on Alvernia's property. Mr. Labagh stated that the emissions from the rocket and the high density of persons in the area do not meet Alvernia's environmental and safety requirements. President Hoffert asked Mr. Labagh if the Governor Mifflin School District (GMSD) had approved the plan to use their field for the experiment. Mr. Labagh stated that the GMSD was meeting about it on Monday, June 16, 2025.

Fire Chief Knouse stated that with his research and discussions with the Fire Marshall, he believes the proposed safety area for the experiment is too small. Police Chief Hivner agreed and wasn't sure if he would have enough manpower to police the site and prevent pedestrians and pets from entering the area during the experiment.

President Hoffert questioned if Mr. Labagh had any liability insurance for the event. Mr. Labagh stated he did not. President Hoffert requested for each Council member to state their opinion as a yes or no on the proposal, based on the information provided:

- Mr. Bentz - No
- Dr. Bentz - No
- Mr. Klee - No
- Dr. Michalik - No
- Mr. Michael Hoffert - No
- Mr. Grounard - No

Several members of Council, while impressed with the project, stated there were too many unknowns to approve this closure. Council wished Mr. Labagh success in college in the Fall.

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Several members of the Reading Area Convention Committee of Narcotics Anonymous (RACCNA), including a Shillington Borough resident, have requested the use of pavilion #3, on Saturday, August 9, 2025 from 12:00 p.m. to 7:00 p.m. The intent of the use is for fellowship, food and fun and will be open to the public to participate. RACCNA security, the Serenity Keepers, will address any problems on-site.

President Hoffert stated pavilion #3 has a seventy (70) person limit at one time. Also, a Certificate of Insurance (COI), naming the Borough as an additional insured, would be needed. On a motion by Dr. Michalik, seconded by Mr. Grounard and unanimously carried, Council authorized use of pavilion #3, on August 9, 2025, contingent on the submittal of all paperwork and a COI, naming the Borough as an additional insured.

**PUBLIC COMMENT ON AGENDA ITEMS:**

Playground leader, Sophia Mollura, spoke on behalf of fourteen (14) other playground leaders to show their support of a child that is currently suspended due to a playground incident. Ms. Mollura stated that none of the leaders feel the child is a threat and this was a reaction to other children's behavior. The leaders would support a suspension but not an expulsion.

Dr. Bentz, stated that the Recreation Board recommended the child be expelled at the June 9, 2025 Recreation Board meeting. That recommendation was forwarded to Borough Council for consideration.

Police Chief Hivner stated that an investigation is currently ongoing, but he can not comment on an active investigation. He believes the investigation should be completed in several days. Mr. Brossman had spoken with Kyle Kuser, the Recreation Director, and he was recommending a suspension until the investigation is completed then based on the results, the child could either be expelled or brought back under a zero tolerance policy for infractions.

After discussion with the Solicitor, Council decided to table the issue until next Borough Council meeting when all the information is available for review.

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**ESTABLISHING THE BOROUGH SECRETARY / TREASURER POSITION**

Solicitor Klonis requested that **Ordinance 1243** and **Resolution 7-2025** be reviewed under his report.

**COMMITTEE REPORTS:**

**Mayor** - Mayor Andrew Hivner gave the Police Department's report for the month of May. During this month, the Department handled 317 incidents, with 49 arrests being made and 139 incidents of special note. Also during this month, 2,908 patrol miles were traveled.

Chief Brett Hivner advised that the new police cadets graduate from the Police Academy on June 27, 2025. They will then have three months of field training with another officer before being on their own.

**Police and Personnel** - Dr. Edward B. Michalik, Jr., chairman, made a motion, 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 May in the amount of \$10,464.69.

**Administration-Law-Finance** - On a motion by chairman Mr. Ronald R. Klee, Jr., seconded by Dr. Michalik, and duly approved, Council confirmed the payment of the bills associated with the May 31, 2025, Financial Statements, as follows:

General Fund - \$392,106.86  
Water Fund - \$279,903.30  
Sewer Fund - \$182,715.31  
Recreation Fund - \$38,966.93  
Fire Fund - \$43,601.80  
Streets Improvement Fund - \$651.28

Solicitor Klonis requested that **Resolution 8-2025** be reviewed under his report.

**Fire** - Mr. Michael A. Hoffert, chairman, gave the Fire Chief's report for the month of May. During this time, the Department responded to a total of 51 dispatches consisting of 15 calls in the Borough and 36 assists to neighboring departments. Additionally, 4 training sessions were conducted during the month, with 61 members attending the training. The daytime staffers covered all of the 160 hours of available staffing hours for the month.

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On a motion by Mr. Michael Hoffert, seconded by Dr. Michalik, and unanimously agreed, permission was given to purchase Fire and EMS Record Management Software from Locality Media, Inc., d.b.a. First Due, at a cost of \$6,950.00. This item was a known purchase needed for compliance with the State and had been included in the 2025 budget.

Approval was given, on a motion by Mr. Michael Hoffert, seconded by Dr. Michalik, and duly carried, to purchase new hand tools at a total cost of \$2,515.00.

A motion was made by Dr. Michalik, for staff to put together a letter of support for the Berks County First Responder Tax Credit program. The motion was seconded by President Hoffert and unanimously carried.

Dr. Michalik stated that on Monday, May 26, 2025, the Fire Company participated in Shillington's 97<sup>th</sup> annual Memorial Day parade and ceremony, honoring our country's fallen veteran's. He thanked the Borough for their support of the Memorial Day parade and stated that it was one of their best turnouts.

**Tree-Pole-Light** - Mr. Grounard had no activity to report.

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

- The Fire Company Floor Resurfacing project remedial work has been completed.
- For the 2025 Street Improvement Project, Forino, Inc., the subcontractor of our vendor New Enterprise Stone & Lime (NESL), has substantially completed the construction of the Americans with Disabilities Act (ADA) ramps. Residents on Gregg Street have made progress and have contractors replacing the curbing. Street work will begin after July 1, 2025 and a preconstruction conference will be held the end of June.

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

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**Recreation** - Dr. Elizabeth M. Bentz, chairman, gave the minutes of the Recreation Board meeting held on June 9, 2025.

By motion of Dr. Michalik, seconded by Mr. Klee, and duly carried, Council gave conditional approval to an additional list of summer personnel, pending completion of all paperwork and clearances, as follows:

**Pool Employees**

Mackenzie Caron	Assistant Pool Manager	\$ 13.75
Marley Ament	Lifeguard	\$ 10.00

**Concession Employees**

Amanda Maus	Concessions	\$ 11.00
Jordan Leinbach	Concessions	\$ 9.00

**Playground Employees**

Jacob Troy	Playground (Sub)	\$ 9.25
Owen Harding	Playground (Sub)	\$ 9.25

The playground incident was discussed earlier in the meeting due to public comment. Dr. Bentz reported that the Concert in the Park was a success and had a good turn out.

**Zoning and Codes** - Mr. Nicholas M. Bentz, chairman, gave the report from the Borough's Building Code Official, Terrence Naugle, for the month of May. During this time, 7 permits were issued by Mr. Naugle. There were 12 UCC inspections performed and 8 certificates of use/occupancy were issued, which left 28 commercial and 66 residential permits open.

**Solicitor - Ordinance No. 1243**, which simultaneously designates the same individual as both the Borough Secretary and Borough Treasurer position was adopted as presented by Solicitor Klonis on a motion by Mr. Klee, seconded by Dr. Michalik, and duly carried.

**Resolution No. 7-2025** appointing Tina Kasting to fill the Borough Secretary-Treasurer position; was adopted as presented to each member, on a motion by Mr. Klee, seconded by Dr. Michalik and unanimously approved.

Mr. Klee made a motion, which was seconded by Dr. Michalik, and duly approved, to adopt **Resolution No. 8-2025**, appointing Nicholas R. Johnson to the Pension Committee.

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Dr. Michalik made a motion, which was seconded by Mr. Klee, and duly carried, to raise the annual salary for the new Borough Secretary-Treasurer position by one-thousand dollars and zero cents (\$1,000.00) over the existing Administrative Assistant salary.

On a motion by Dr. Michalik, seconded by Mr. Klee, and unanimously approved, Solicitor Klonis was given permission to file a lien against the following property:

- Margaret K. Schumo/William H. Ruth, Jr.  
521 Wellington Avenue  
Outstanding bill for 1-16 inch curb box riser  
install in the amount of - \$60.00

**Manager** - Mr. Brossman reported:

The Borough received \$883.22 from the Pennsylvania Department of Transportation in State Police Fines and Penalties on June 2, 2025.

On June 4, 2025, the Borough received \$138,056.48 from the Berks E.I.T. Bureau representing the Borough's share of the local earned income taxes processed May 1, 2025 to May 31, 2025.

The Borough received \$21,119.51 on May 12, 2025, from Comcast Cable representing franchise fees for the period January 2025 through March 2025.

The Borough received \$62,090.00 on May 19, 2025, from the Pennsylvania Municipal Health Insurance Cooperative for 2024 Initial Surplus Distribution.

Approval was given to accept the extension of an additional thirty (30) days, until July 17, 2025, for the Agreement of Sale for 217 Catherine Street, on a motion by Mr. John Hoffert, seconded by Mr. Michael Hoffert and unanimously carried.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** - Mr. Brossman, Borough Manager, on behalf of Borough Council and Borough staff, presented Mrs. Jan M. Boyd, current Borough Secretary / Treasurer, with an engraved clock in honor of her upcoming retirement on Friday, June 13, 2025.

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Mr. Brossman thanked Mrs. Boyd for her service, assistance and dedication to the Borough. Mrs. Boyd served the Borough for over 50 years.

**QUESTIONS FROM THE AUDIENCE:** None.

**READING AND ACTING ON COMMUNICATIONS:** None.

As there was no further business, the meeting was adjourned by Mr. Klee and duly carried at 9:00 p.m.

Respectfully submitted,

Scott D. Brossman  
Assistant Borough Secretary