

Mayor Hivner presided over the January 5, 2026, meeting of the Shillington Borough Council which was called to order at 7:00 p.m. for the purpose of reorganization.

Prior to accepting nominations for the President of Council, Mayor Hivner administered the Oath of Office to the following Council-elect:

Dr. Elizabeth M. Bentz
Nicholas M. Bentz
Michael A. Hoffert
Jared A. Hopgood
Ronald R. Klee, Jr.

Council members in attendance were:
Dr. Elizabeth M. Bentz, Nicholas M. Bentz, Mark C. Grounard, John W. Hoffert, Michael A. Hoffert, Jared A. Hopgood, and Ronald R. Klee, Jr. Present in addition to Council members were Mayor Andrew R. Hivner, Borough Manager Scott D. Brossman, Police Chief Brett A. Hivner, Solicitor Thomas L. Klonis, Secretary Jan M. Boyd, and Administrative Assistant Kristen M. Schlottman. Also in attendance was Terrence Naugle of Great Valley Consultants along with the following residents:

Erica L. Kelly - 84 Museum Road
Dr. Edward B. Michalik - 402 March Street

Mayor Hivner called for nominations for the office of President. John W. Hoffert was nominated for President by Mr. Klee. As there were no further nominations, the nominations were closed by motion of Mr. Klee, seconded by Mr. Nicholas Bentz. The Secretary was directed to cast the ballot. John W. Hoffert was officially declared President.

President Hoffert now presided over the meeting.

President Hoffert called for nominations for the office of Vice President. Ronald R. Klee, Jr., was nominated for Vice President by Dr. Bentz. As there were no other nominations, the nominations were closed on a motion by Mr. John Hoffert, seconded by Mr. Bentz. The Secretary was directed to cast the ballot. Ronald R. Klee, Jr., was officially declared Vice President.

Following a motion by Mr. Klee, seconded by Mr. Bentz, and duly carried, the following Borough Officials were appointed or given a vote of confidence for their positions for a two (2) year period:

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SECRETARY/TREASURER: *Kristen M. Schlottman*
ASSISTANT SECRETARY/TREASURER: *Scott D.*
Brossman, Jr.
BOROUGH MANAGER: *Scott D. Brossman, Jr.*
ASSISTANT BOROUGH MANAGER: *Vacant*
BUILDING OFFICIAL, HOUSING OFFICIAL AND ZONING
ADMINISTRATOR: *Scott D. Brossman, Jr.*
SOLICITOR: *Thomas L. Klonis, of Hoffert and*
Klonis PC

Upon motion of Mr. Klee, which was seconded by Mr. Bentz, and duly carried, Council affirmed the following Fire Department officers:

CHIEF: *David M. Bentz*
DEPUTY CHIEF: *Andrew Yetter*
ASSISTANT CHIEF: *Timothy Deamer*
FIRST ASSISTANT CHIEF: *David Yoch*
CAPTAIN: *Konnor Kegerise*
FIRST CAPTAIN: *Christopher Roche*
LIEUTENANT: *Andrew Dittman*
FIRST LIEUTENANT: *Michael Schlouch*
FIRE MARSHALL: *Bruce L. Squibb*
FIRE POLICE CAPTAIN: *James Gerhart*
FIRE POLICE LIEUTENANT: *Wayne Lamp*

Mr. Klee made a motion, which was seconded by Mr. Bentz, and duly carried, to approve the following appointments for a standard two-year term:

GENERAL SUPERVISOR: *Douglas J. Weiss*
ASSISTANT GENERAL SUPERVISOR: *Jeffrey S.*
Balthaser
WATER COORDINATOR: *Leonard E. Bilger, III*
BUILDING CODE OFFICIAL: *Terrence Naugle (Great*
Valley Consultants)
EMERGENCY MANAGEMENT COORDINATOR: *Bruce L.*
Squibb
COLLECTOR OF DELINQUENT TAX (PER CAPITA):
G.H. Harris
ENGINEER: *Great Valley Consultants*
VACANCY BOARD CHAIRMAN: *Vacant*
RENTAL INSPECTION PROGRAM ADMINISTRATOR:
Kraft Municipal Group, Inc.

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Following a motion by Mr. Klee, which was seconded by Mr. Bentz, and duly approved, Council moved to continue to follow the Order of Business and Parliamentary Procedure for council meetings as established by a Resolution of the Shillington Borough Council adopted January 6, 1958.

Council also moved to continue the use of **VIST BANK** as Depository for the Borough, and the **PENNSYLVANIA LOCAL GOVERNMENT INVESTMENT TRUST (PLGIT)** for investment purposes, on a motion by Mr. Klee, seconded by Mr. Bentz, and unanimously carried.

Council moved to continue to require the signatures of two (2) Borough officers, namely President and Secretary/Treasurer or President and Assistant Secretary/Treasurer or Vice President and Secretary/Treasurer or Vice President and Assistant Secretary/Treasurer on all checks issued by the Borough of Shillington, on a motion by Mr. Klee, seconded by Mr. Bentz, and duly approved.

By motion of Mr. Klee, seconded by Mr. Bentz, and unanimously approved, Council moved to continue to hold its regular meetings for the years 2026-2027, the same as in the past years, namely, the second Thursday of each month at 7:30 p.m.

President Hoffert advised that he will review the current committee assignments and will make final assignments prior to the February meeting.

At this point, the Reorganization Meeting was adjourned at 7:14 p.m. President Hoffert called the regular January session to order at 7:21 p.m. to conduct general Borough business. Following the invocation by Mayor Hivner, and the Oath of Allegiance, roll call was taken. Council members in attendance were: Dr. Elizabeth M. Bentz, Mr. Nicholas M. Bentz, Mr. Mark C. Grounard, Mr. John W. Hoffert, Mr. Michael A. Hoffert, Mr. Jared A. Hopgood, and Mr. Ronald R. Klee, Jr. Present in addition to Council members were Mayor Andrew R. Hivner, Borough Manager Scott D. Brossman, Fire Chief David M. Bentz, Police Chief Brett A. Hivner, Solicitor Thomas L. Klonis, Secretary Kristen M. Schlottman, and outgoing Secretary Jan M. Boyd. Terrence Naugle of Great Valley Consultants was also in attendance.

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Following a motion by Mr. Klee, seconded by Mr. Grounard, and duly approved, the Posted Agenda was amended to include action on the 2026 Handicapped Parking Space permits, the release of Officer Kyle Wood and Officer Lucas Moyer from probationary status to full time Shillington Borough Police Officers, and an update regarding 200 West Lancaster Avenue.

On a motion by Mr. Klee, seconded by Mr. Bentz, and duly carried, the minutes of the December 11, 2025, council meeting were approved as forwarded to each member.

President Hoffert extended a welcome to new council member, Mr. Jared A. Hopgood.

PUBLIC COMMENT: None

PUBLIC COMMENT ON AGENDA ITEMS: None

COMMITTEE REPORTS:

Mayor - Mayor Hivner gave the Police Department's report for the month of December. The Department handled 393 incidents, with 53 arrests being made. Also, during the month, 3,122 patrol miles were traveled.

Officers Adame and Wood participated in the Berks County SHOP-WITH-A-COP event that was sponsored through Crime Alert Berks County. Mayor Hivner also congratulated Officers Kyle Wood and Lucas Moyer for the upcoming completion of their first year with Department. Chief Hivner prepared a letter of recognition for the officers that was read to council by Mayor Hivner.

Police and Personnel - On a motion by Dr. Bentz, seconded by Mr. Klee, and duly carried, Council approved the overtime payment of \$11,532.45 to the members of the Police Department during the month of December.

Upon a motion by Dr. Bentz, seconded by Mr. Klee, and duly approved, Council took the following action on the Handicapped Parking Space applications that were received and presented:

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a. Approved **New** permits:

223 Reading Avenue - David Fittin
121A Reading Avenue - Jason Davis
120 East Walnut Street - Suzanne McCool
24 West Broad Street - Richard Schmehl

b. Renewed the following existing Handicapped
Parking Space Permits, in accordance with the
list provided to each Council member:

1 West Broad Street (1st fl) - Jeffrey Grimes
27 West Broad Street - Richard Allen
27A West Broad Street - Billie Dawkins
105 Brobst Street - Joshua and Zachary Grill
110 Brobst Street - Kimberly Balbach Rubendall
210 North Brobst Street - Lance Winson
307 North Brobst Street - Cindy Worth
327 North Brobst Street - Alexander Rodriguez
3 West Elm Street - Ronald Thorne
131 East Elm Street - Ronale Coyle
60 Fourth Street - Shirley Guinther
428 Gregg Street - Robert Scott
32 Hendel Street - Paula Houck
206 Hendel Street - Larry Davis
139 Madison Street - Wendy Boyd
341 Madison Street - Debra and Joseph Iswalt
530 March Street - Mark Nowotarski
620 March Street - Timothy Pulaski
108 North Miller Street - Hannah McAfee
111 North Miller Street - Nancy Kerschner
210 North Miller Street - Lowell Stratton
55 New Holland Avenue - Carol Welker
110 New Holland Avenue - Suzanne Richman
26 Pennsylvania Avenue - Quang Vihn Tran
29 Pennsylvania Avenue - Chad Heckman
114 Philadelphia Avenue - Pedro Moya Nelazquez
211 Philadelphia Avenue - Aida Garman
31 Second Street - Suzanne McCallum
38 State Street - Mark Stitzel
111 State Street - Jeffrey Long
205 State Street - Joseph McCaffrey
300 State Street - Christel Siheidt
320 State Street - Giovanni Barbuto
121 North Sterley Street - Doris Lykens
322 South Sterley Street - Joseph Flemming
136 Washington Street - Sharon Ruoss
212 North Waverly Street - April Lynn Bromhead

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Renewed Handicapped Space Permits Continued:

102 South Waverly Street - Adriana Labrador
35 North Wyomissing Avenue - Larry Mosser
311 North Wyomissing Avenue - Stephanie McFadden
45 South Wyomissing Avenue (1st fl) - Aiden
Peppers
66 South Wyomissing Avenue - Donna Aulenbach
218 South Wyomissing Avenue - Christine Killian

c. Rescinded the following permits:

212 State Street - Anibal Arroyo
121 West Lancaster Avenue - Manny Esh
107 North Miller Street - Hannah McAfee
57 Second Street - Karen Stott
224 South Wyomissing Avenue - Jonissa Baez

d. Authorized the preparation and advertising of an Ordinance to effectuate the same.

Following a motion by Dr. Bentz, seconded by Mr. Michael Hoffert, and unanimously approved, Officer Kyle Wood and Officer Lucas Moyer were removed from probation and appointed as regular, full time Police Officers for the Borough of Shillington.

Administration-Law-Finance - Mr. Klee reported that authorization was given in December to pay bills until the end of the year. The December 31, 2025, Financial Statement will be forwarded to each member upon completion.

On a motion by Mr. Klee, seconded by Dr. Bentz, and duly approved, Council accepted the resignation of **Jared A. Hopgood** from the **Recreation Board** due to his election to Council.

Also on a motion by Mr. Klee, seconded by Dr. Bentz, and duly approved, Council appointed the following Board members:

- a. Mr. **Timothy Thiry** to the **Recreation Board** to complete the unexpired term of Mr. Hopgood. This term will expire June of 2029.
- b. Mr. **Mark C. Grounard** as the Borough's representative to **TowerDirect Emergency Medical Services Advisory Board**.

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- c. Dr. **Edward B. Michalik** to the **Zoning Hearing Board** for a five (5) year term. This appointment fills the vacancy created by the resignation of James Gossert.

Fire - Mr. Michael Hoffert gave the Fire Chief's report for the month of December. During this time, the Department responded to a total of sixty-four (64) dispatches consisting of eighteen (18) calls in the Borough and forty-six (46) assists to neighboring departments. The daytime staffers covered all of the 176 hours of available staffing hours for the month.

Additionally, Department members participated in several training sessions as well as holiday events throughout the month. On December 2nd, 39 members attended the company's quarterly meeting during which the election and appointment of Department Officers was completed.

Following a motion by Mr. Michael Hoffert, seconded by Mr. Klee, and duly carried, authorization was given by Council to pay six thousand five hundred dollars (\$6,500) to Emergency Vehicle Response to develop a specification to re-chassis the 1999 Seagrave Engine.

Tree-Pole-Light - No Report

Streets-Sanitation-Water - President Hoffert advised that the next Streets Committee meeting is January 6, 2026 at 10:00 a.m. Additionally, President Hoffert provided the report for the jobs performed by the Borough's Public Works Department in December.

Recreation - Dr. Bentz reported that the next scheduled Recreation Board meeting will be held on January 12, 2026, at 6:30 p.m.

Zoning and Codes - Mr. Bentz gave the report from the Borough's Building Code Official, Terrence Naugle, for the month of December. There were seventeen (17) NEW permits issued, along with five (5) certificates of occupancy, leaving eighty-nine (89) OPEN permits.

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Solicitor - On a motion made by Mr. Klee, seconded by Mr. Bentz, and duly approved, Mr. Klonis was given permission to file one (1) lien against the following property:

-Larry R. Goodman (deceased)
407 South Wyomissing Avenue

- Mowing jobbing invoice	\$165.00
- Snow removal jobbing invoice	\$132.00
- Snow removal jobbing invoice	\$132.00
- Mowing jobbing invoice	\$132.00
- Mowing jobbing invoice	\$132.00
- Mowing jobbing invoice	\$264.00
- Mowing jobbing invoice	<u>\$132.00</u>
	\$1,089.00

Manager - Mr. Brossman reported that the Borough received \$45,991.45 from the Berks Earned Income Tax Bureau representing the Borough's share of the earned income tax processed from December 1, 2025 to December 31, 2025.

On December 29, 2025, the Borough received a \$2,000.00 donation from Pennwyn Motor Association Officers and Trustees for the Police Department in appreciation of the officers' protection to the community.

Also on December 29, 2025, the Borough received the second surplus claim fund check for 2024 in the amount of \$62,146.34 from the Pennsylvania Municipal Health Insurance Cooperative.

The Borough received the 2025 Dividend check from Susquehanna Municipal Trust for Worker's Compensation in the amount of \$8,692.62.

Finally, the Pennsylvania Department of Transportation submitted payment remittance to the Borough in the amount of \$14,028.68 for the Winter Traffic Services Agreement.

Unfinished Business - Council was provided an update regarding 200 West Lancaster Avenue. Mr. Naugle advised that Mr. Savory, the lien holder, was given the engineer's report regarding the condition of the porch. Mr. Savory is investigating having the porch braced to enable repairs to be made. There is currently no time line on those repairs but they are actively working on the situation.

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New Business -

Questions from the Audience - None

As there was no further business, the meeting was adjourned on a motion by Mr. Klee, and duly carried at 8:00 p.m.

Respectfully submitted,



Kristen M. Schlottman
Borough Secretary