

The May 11, 2023 meeting of the Shillington Borough Council was called to order at 7:33 p.m. by President John W. Hoffert. Following the invocation by Mayor Hivner and the oath of allegiance, roll call was taken. Council members Elizabeth M. Bentz and Michael A. Hoffert were absent. Council members in attendance were: John W. Hoffert; Ronald R. Klee, Jr.; Edward B. Michalik and Conrad Vanino. Councilman Alec M. Ernst participated by telephone. Present in addition to the Council members were: Mayor Andrew R. Hivner, Borough Manager Scott D. Brossman, Fire Chief Robert Knouse, Solicitor Thomas Klonis and Secretary Jan M. Boyd. Terrence Naugle of Great Valley Consultants was also in attendance along with the following residents:

Daniel Jensen - 116 North Brobst Street
Michael Mountz - 15 Kings Boulevard
Mark Paul - 60 East Broad Street
Harold Stupp - 115 South Miller Street

Jayne Babczak - Immanuel United Church of Christ
Kevin French - Immanuel United Church of Christ
Megan Huesgen - Immanuel United Church of Christ
Sherry Leibensperger - Immanuel United Church of
Christ
Gene T. Waltz - Immanuel United Church of Christ

As there were no objections, the minutes of the April 13, 2023, council meeting were approved as forwarded to each member, on a motion by Mr. Klee, seconded by Mr. Vanino, and duly carried.

Dr. Michalik abstained from voting as he was not at the April meeting.

PUBLIC COMMENT:

Mr. Paul attended the meeting as he has an issue with the Borough's Zoning Ordinance. He stated, however, that his issue was not with the Zoning Officer, Mr. Brossman. He explained that his property has a steep bank

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next to the public sidewalk. In the past, shrubbery was planted on this bank which prevented anyone from coming into his yard and getting hurt. Unfortunately, a tree in his yard had to be removed. In order to get to this tree, the shrubbery also had to be removed. His request to install a fence in this location was denied due to the Zoning regulations. He had been advised by Mr. Brossman that he would need to seek relief from the Zoning Hearing Board. However, he does not feel that he should have to pay the high fee to appear before the Zoning Hearing Board. He would like Council to give the Zoning Officer the authority to waive the zoning requirements when a safety issue is involved, which he believes his issue to be.

Solicitor Klonis advised Mr. Paul that the law is very clear that any zoning appeals must go before the Zoning Hearing Board. Borough Council does not have the power to waive any requirements of the Zoning Ordinance. He further advised that the fee is established to offset any costs that the Zoning Hearing Board may incur to hear the appeal. He further noted that the Borough's fee is relatively low compare to that of other municipalities.

Mr. Waltz spoke on behalf of Immanuel United Church of Christ regarding the new building project of the Governor Mifflin School District. The radius of the proposed driveway for the School District extends over the Church's property line in the right-of-way. The Church is looking for some accommodation from the School District. However, discussions with the School District have been civil, but unsuccessful.

President Hoffert apprised the Church members that the Borough has requested the School District to reconsider reducing the impact on the Church's property. However, no response has been received to date. President Hoffert assured the Church members that they would be contacted when a decision has been received.

PUBLIC COMMENT ON AGENDA ITEMS: None.

COMMITTEE REPORTS:

Mayor - Mayor Hivner gave the Police Department's report for the month of April. During this month, the Department handled 283 incidents, with 51 arrests being made. Also during this month, 3,086 patrol miles were traveled.

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Police and Personnel - On a motion by Mr. Ronald R. Klee, Jr., chairman, seconded by Dr. Michalik, and duly carried, Council approved the payment of \$5,121.70 in overtime paid to the members of the Police Department during the month of April.

Administration-Law-Finance - Dr. Edward B. Michalik, chairman, made a motion, which was seconded by Mr. Klee, and duly approved, to confirm payment of the bills associated with the April 30, 2023 Financial Statements, as follows:

-General Fund - \$252,752.64
Water Fund - \$234,700.27
Sewer Fund - \$149,879.07
Recreation Board - \$24,312.98
Fire Fund - \$5,280.70
Streets Improvement Fund - \$0.00

Roll Call - 5 ayes

Dr. Michalik then made a motion, which was seconded by Mr. Vanino, and unanimously carried, appointing Matthew W. Burger of 401 Pennsylvania Avenue to the Recreation Board to complete the unexpired term of Kathleen Johnson, who resigned.

Fire - Dr. Michalik, vice chairman, gave the Fire Chief's report for the month of April. During this time, the Department responded to a total of fifty (50) dispatches consisting of eleven (11) calls in the Borough and thirty-nine (39) assists to neighboring departments. Six (6) training sessions were attended during the month.

The members covered all 160 hours of the available daytime staffing for the month.

On April 18, 2023, at a West Reading Borough Council meeting, the Borough Council recognized all of the organizations that assisted with the emergency incident that occurred on March 24, 2023 at the R. M. Palmer Candy facility located in West Reading. Fire Chief Knouse and Assistant Chief Deamer accepted a letter of commendation on behalf of the Shillington Fire Company.

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Fire Chief Knouse apprised Council that Tower Direct will be renovating their station and has requested to temporarily house one of their EMS units at the Engine House for approximately six (6) to eight (8) weeks, starting in mid-June.

As this request was received after the meeting agenda was prepared and posted, Solicitor Klonis advised that for Council to take any action, the agenda would have to be amended. Therefore, Dr. Michalik made a motion, which was seconded by Mr. Klee, and duly carried, Council moved to amend the agenda to address the request of Tower Direct EMS Association. The amended agenda will be posted for a period of twenty-four (24) hours.

Dr. Michalik then made a motion, with a second by Mr. Klee, and unanimously carried, approving the execution of any documents, as required by the Borough's insurance company or the Borough Solicitor in order for the Borough to securely house the Tower Direct EMS unit.

Tree-Pole and Light - Mr. Alex M. Ernst, chairman, reported that eighteen (18) trees area scheduled to be planted for the Tree Advisory Committee's spring planting.

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

°Water service piping for the Cumru Township campus portion of the Reed Street Water Main Project is being constructed. The Contractor is waiting for meter pit materials.

°The Contractor has completed the Roof Replacement Project at the Bathhouse and has submitted an invoice for payment. Action on this invoice will be taken under the Manager's report. A Change Order for the replacement of some deteriorated materials will also be received.

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

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President Hoffert apprised the members of Council that the School District has requested that Council take the following action in order for them to complete the work on South Waverly Street that is included in their building project:

- a. To temporarily close, under Council's jurisdiction, South Waverly Street from South Brobst Street to East Lancaster Avenue to traffic, with access being maintained for the Immanuel UCC Church only, for the period of May 30 to June 8, 2023. Council took this action on a motion by Dr. Michalik, seconded by Mr. Ernst, and duly carried.
- b. To authorize the preparation and advertising of an ordinance for this same closure for the period of June 9 to August 11, 2023. Council also approved this request on a motion by Dr. Michalik, seconded by Mr. Ernst, and unanimously carried.

Recreation - Mr. Ernst, vice chairman, noted that the Recreation Board meeting scheduled for May 8, 2023 was cancelled. Therefore, the Recreation Committee of Council recommended the hiring of the following list of additional summer personnel:

SWIMMING POOL

Pool Manager:	
Christopher Thomas	\$ 20.00/hour
Assistant Pool Manager:	
William Troy	13.50/hour
Front Desk Manager:	
Trevor Schoenen	12.25/hour
Assistant Front Desk Manager:	
Denise Yerger	10.25/hour
Front Desk Attendants:	
Tyler Binasiewicz	\$ 9.00/hour
Cassidy Blessing	9.00/hour
Kayleigh O'Brien	9.00/hour
Karlee Stabolepszy	9.00/hour

SNACK BAR

Window Attendants:

Tyler Binasiewicz	\$ 9.00/hour
Cassidy Blessing	9.00/hour
Kaylee Gall	9.00/hour
Skymar Ortiz	9.00/hour
Madelyn Spayd	9.00/hour
Addyson Swayne	9.00/hour
Emily Yerger	9.00/hour

PLAYGROUND

Head Leader:

Makayla Baessler	\$ 12.00/hour
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Leaders:

Shanya Alexander	9.00/hour
Cassidy Blessing	9.00/hour
Braden Holmes	9.00/hour
Taylor Koenig	9.00/hour
Kayleigh O'Brien	9.00/hour
Liliana Peterson	9.00/hour
Jacob Troy	9.00/hour
Emily Yerger	9.00/hour

COACHING STAFF

Head Swim Coach:

Trevor Woolwine	\$375.00/week
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Assistant Swim Coach:

Ella Hubric	250.00/week
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Co-Head Driving Coaches:

Charlie Crowell	11.25/hour
Adrienne Miller	11.25/hour

Mr. Ernst then made a motion, which was seconded by Mr. Vanino, and duly carried, approving the hiring of the above list of additional summer personnel at their respective salaries conditional upon receipt of the required clearances.

Zoning and Codes - Mr. Conrad Vanino, chairman, gave the report from the Borough's Building Code Official, James Franey, for the month of April. During this time, Mr.

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Franey issued five (5) new permits and two (2) certificates of use/occupancy thereby leaving twenty-six (26) permits open.

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

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

Invoice dated June 13, 2022
Grass/weed mowing - \$110.00

Manager - Mr. Brossman reported that on May 3, 2023, \$36,412.54 was received from the Berks Earned Income Tax Bureau representing the Borough's share of the local earned income tax processed from April 1, 2023 through April 30, 2023.

On May 5, 2023, the Borough received \$24,373.85 from Comcast Cable representing franchise fees for the period January 2023 through March 2023.

Mr. Klee made a motion, which was seconded by Dr. Michalik, and duly approved, giving permission to pay Rainbow Roofing Company, Inc. \$58,000 for the Pool Bathhouse Roof Replacement Project, as recommended by Great Valley Consultants.

Mr. Brossman requested that the following budgeted items be approved for purchase:

°Council authorized the purchase of a 2023 Ford F-150 pick-up truck, from Tom Masano Ford, at a CoStars price of \$48,291, on a motion by Dr. Michalik, seconded by Mr. Klee, and unanimously carried.

°A Gasboy Islander PRIME Fuel System from Fuel System Services, Inc. at a Sourcewell (NJPA) contract pricing of \$22,689 was approved for purchase on a motion by Mr. Klee, seconded by Dr. Michalik, and duly approved.

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°A Kubota RTV-XII20D from Reading Tractor and Equipment at a CoStars price of \$16,992.88 was approved for purchase on a motion by Dr. Michalik, seconded by Mr. Klee, and unanimously approved.

Mr. Brossman presented an Abuse and Molestation Policy. This policy will apply to any Borough employee that has regular contact with children, as part of their job duties. This policy is required by the Borough's insurance company. Any applicable employee will receive a copy of this policy and an acknowledgment to sign that the policy has been received and understood. This policy has also been reviewed by Solicitor Klonis. Therefore, on a motion by Dr. Michalik, seconded by Mr. Klee, and duly carried, Council adopted the Abuse and Molestation Policy, as presented.

Mr. Brossman reported that the Pennsylvania Department of Environmental Protection audited the Borough for items purchased under the awarded recycling grant. All purchases were found to be in compliance with the requirements of the grant.

UNFINISHED BUSINESS:

Following a review of the Borough's audit, Council accepted the 2022 Audit, as received from RKL LLP, Certified Public Accounts on a motion by Mr. Klee, seconded by Dr. Michalik, and unanimously carried.

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 8:32 p.m.

Respectfully submitted,

Jan M. Boyd
Borough Secretary