

The May 14, 2026, meeting of the Shillington Borough Council was called to order at 7:30 p.m. by President Juhn W. Hoffert. Following the invocation by Mayor Hivner and the Oath of Allegiance, roll call was taken. Council members in attendance were 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, Fire Chief David M. Bentz, Police Chief Brett A. Hivner, Solicitor Thomas L. Klonis, and Secretary Kristen M. Schlottman. Kenneth Fulmer of Great Valley Consultants was also in attendance.

As there were no objections, the minutes of the April 9, 2026, Council meeting were approved as forwarded to each member on a motion by Mr. Klee, seconded by Mr. Bentz, and unanimously carried.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

**Mayor** – Mayor Hivner presented the Police Department’s report for the month of April. During the month, the Department handled 346 incidents, including 55 arrests and officers traveled 2,840 patrol miles.

Chief Hivner reported that all officers completed their required First Aid/CPR recertification and additional online training courses. He also noted that the Civil Service Committee has begun the process of establishing an eligibility list for the position of Police Officer. Additionally, the Department participated in a DUI checkpoint on April 20<sup>th</sup> sponsored by the North Central Highway Safety Network.

Chief Hivner further advised Council that he met with the owner of Bill’s towing regarding the concerns raised by Ms. Lisa Simchick at Council’s April meeting. The owner indicated that staffing changes have been made and are expected to address the issues brought to Council’s attention. President Hoffert requested that Officers continue monitoring the business for compliance and report any further concerns to Council.

In closing, Chief Hivner also informed Council that he is preparing a request to designate two officers as Corporals rather than refill the Sergeant position should Officer Witkowski announce his retirement from the Department. Solicitor Klonis advised Council that there are no rules that would require amendment to eliminate the position of Sergeant but did state that the current police contract should be carefully reviewed to ensure there are no indications a Sargeant is necessary for the daily operations of the Department.

**Police and Personnel** – Mr. Nicholas Bentz, Chairman, made a motion, which was seconded by Mr. Klee, and unanimously approved, to authorize payment of \$7,016.25 in Police Department Overtime for April.

Mr. Bentz also made a motion, seconded by Dr. Bentz, and duly carried, to adopt the Updated Civil Service Rules as recommended by the Civil Service Commission. Mr. Klee explained that the revisions were intended to streamline the hiring process for new officers.

**Administration-Law-Finance** – Prior to this report, President Hoffert announced to Council the members of the Police and Personnel Committee who will conduct contract negotiations with the Police Department on behalf of the Borough. He also advised that he will be serving on the committee.

Mr. Ronald Klee, Jr., Chairman, then presented his report and made a motion, seconded by Dr. Bentz and duly approved, to authorize payment of Borough bills through May 31, 2026. The April Financial Statements will be forwarded to each member upon completion.

Following a motion by Mr. Klee, seconded by Mr. Grounard, and unanimously approved, Council accepted the resignation of Carol A. Leiphart as Tax Collector. President Hoffert thanked Ms. Leiphart for her years of service and wished her a happy retirement. Additionally, on a motion by Mr. Klee, seconded by Dr. Bentz, and duly carried, Council then appointed the Berks County Treasurer's Office as Tax Collector for the Borough of Shillington effective June 1, 2026.

**Fire** – Mr. Michael Hoffert, Chairman, presented the Fire Chief's report for April. The Department responded to forty-eight (48) dispatches, including thirteen (13) calls within the Borough and thirty-five (35) assists to neighboring municipalities. Daytime staff covered all 176 available hours, and members participated in four (4) training sessions during the month.

Council approved a request to purchase and install an interior/exterior camera system for the Fire Station from Garland Communication Systems at a cost of \$13,000.00, following a motion by Mr. Michael Hoffert, which was seconded by Mr. Klee, and duly approved.

**Tree-Pole-Light** – Mr. Jared Hopgood, Chairman, reported to Council that there was no activity during the month of April.

**Streets-Sanitation-Water** – Mr. John Hoffert, Chairman, reviewed the May Engineer’s report noting the following:

° The Reed Street Water Main Project is complete, and Cumru Township has requested release of final retention in the amount of \$5,047.36

° J. Phillips Excavating & Hauling has started work for the Valve Installation Project. To date thirteen (13) insertion valves have been installed. Payment No. 2 has been requested in the amount of \$66,659.30 which has been recommended by Great Valley Consultants.

° Change orders No. 1 and No. 2 for the Valve Installation Project have been submitted, reviewed, and approved by the Authority.

Mr. Hoffert continued his report by reviewing the jobs performed by the Public Works Department throughout April. Following a motion made by Mr. John Hoffert, which was seconded by Mr. Klee, and duly carried, Council awarded the Brobst Street Sanitary Sewer Project to J. Phillips Excavating & Hauling, LLC, as the lowest bidder, at a cost of \$292,491.00, contingent upon Mr. Klonis’s review of the documents. Additionally, on a motion by Mr. John Hoffert, seconded by Mr. Klee, and duly approved, Council authorized the final retainage release for the Reed Street Water Main Project in the amount of \$5,047.36.

**Recreation** – Dr. Elizabeth Bentz, Chairman, reviewed the minutes of the May 11, 2026, Recreation Board Meeting with Council. Dr. Bentz highlighted the success of the annual Fishing Rodeo, noting a strong turnout and the availability of good-sized fish, which were primarily purchased using funds donated to the Borough by various organizations. Dr. Bentz also informed Council that Echo North has been secured as the band for the second Concert in the Park, scheduled on August 28, 2026.

The Recreation Board has recommended that Council give conditional approval to the hiring of the listed additional summer personnel:

**Lifeguard(s):**

Kayla Steinmetz	\$12.50/hour
Caroline Buono	\$12.50/hour
Marley Ament	\$11.25/hour

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**Lifeguard(s) cont'd:**

Mikayla Seymour	\$12.00/hour
Cam Caron	\$12.00/hour
Dale Weiss	\$13.00/hour

**Concessions:**

Kailah Ocasio	\$11.00/hour
Heath Roberts	\$9.50/hour

**Front Desk:**

Jennifer Dillion	\$10.00/hour
Jude O'Donnell	\$9.00/hour

**Playground:**

Mia Gonzalez	\$9.00/hour
Julian Torres	\$9.00/hour

Following a motion made by Dr. Bentz, seconded by Mr. Grounard, and duly approved, Council authorized the hiring of the above-mentioned staff members at their respective salaries, contingent upon the submission of all required clearances and paperwork to the Borough.

**Zoning and Codes** – Mr. Mark Grounard, Chairman, gave the report from the Borough's Building Code Official, Terrence Naugle, for the month of April. Mr. Naugle issued fourteen (14) new permits and thirteen (13) certificates of use and occupancy, leaving a total of one hundred sixteen (116) permits open.

**Solicitor** – Solicitor Klonis presented **Resolution No. 4-2026**, appointing the Berks County Treasurer's Office as the Tax Collector for the Borough of Shillington, effective June 1, 2026. This resolution was adopted as presented on a motion by Mr. Klee, seconded by Mr. Hopgood, and duly approved.

Mr. Klonis then presented **Resolution No. 5-2026** to Council, and following a motion by Mr. Klee, which was seconded by Dr. Bentz, Council authorized the Berks County Treasurer's Office and AllPaid (vendor) to take all actions necessary to implement online tax collection services in accordance with the terms of the contract between the Berks County Treasurer and AllPaid.

Mr. Klonis also presented Council with **Resolution No. 6-2026** which designates the Borough Manager as the representative for the Borough of Shillington on the Berks County Cooperative Purchasing Council and the Public Works Supervisor to serve as the alternate representative for the Borough. Upon a motion made by Mr. Klee, seconded by Mr. Bentz, and duly carried, Council authorized the designations.

In closing, following a motion by Mr. Michael Hoffert, which was seconded by Mr. Bentz, and unanimously approved, Mr. Klonis was given authorization to file one (1) lien against the following:

- ° Amanda K. Grube  
6 Kenny Drive  
- Outstanding emergency turn off fee \$54.40

**Manager** – Mr. Brossman reported to Council that the Borough received \$42,874.14 on May 5, 2026, from the Berks Earned Income Tax Bureau representing the Borough’s share of the local earned income tax processed from April 1, 2026, through April 30, 2026. The Borough also received \$14,026.00 from the Berks Earned Income Tax Bureau representing the 2025 Excess Operating Revenue. Additionally, the Borough received \$19,338.26 from Comcast Cable for the most recent quarterly franchise fee payment.

Council also authorized the execution of the LED Street Lighting Agreement with FirstEnergy Pennsylvania Electric Company to convert any company-owned non-LED streetlights to LED at no cost to the Borough. This authorization was approved following a motion made by Mr. Klee, seconded by Mr. Grounard, and duly carried.

On a motion made by Mr. Klee, seconded by Mr. Hopgood, and unanimously approved, Council authorized the purchase of a Ferris 60-inch zero-turn mower and bagger at a cost of \$21,881.00. The Borough received a grant in the amount of \$20,164.00 toward the purchase, with the remaining balance to be paid by the Borough, including a \$800.00 trade-in allowance.

Mr. Brossman then requested that Council approve payment No. 2 in the amount of \$66,659.30 to J. Phillips Excavating & Hauling, LLC. for the ongoing Valve Installing Project. Following a motion made by Mr. Klee, seconded by Mr. Bentz, and duly approved, Council authorized the payment.

Additionally, following a motion made by Mr. Klee, seconded by Mr. Bentz, and unanimously carried, Council authorized payment to Wexcon, Inc. in the amount of \$14,886.19 for paving completed at the intersection of North Brobst Street and East Walnut Street. This payment represents payment in full for this project.

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In closing, Mr. Brossman advised Council that the Public Works Department has begun preparing the stone base for the pickleball courts, and that Mr. Grounard assisted with determining the layout of the courts. Miller Sports has indicated its intention to begin and complete its portion of the work as soon as possible. Mr. Grounard thanked Mr. Brossman for his efforts and expressed his satisfaction with the placement and size of the courts being installed.

**Unfinished Business** – Council was provided an update regarding 200 West Lancaster Avenue. There has been no change from the previous report, and settlement remains scheduled for July 22, 2026.

**New Business** – None

**Questions from the Audience** – None

**Reading and Acting on Communications** - President Hoffert reminded Council of the date, time, and location of the Memorial Day Parade, noting that Council will have a truck available for any members who wish to participate. President Hoffert also asked Council to consider participating in the Community Days 50<sup>th</sup> Anniversary Parade, hosted by the Greater Governor Mifflin League, on June 28, 2026, from 3:30 p.m. to 5:00 p.m. beginning at the middle school. If sufficient interest is expressed, a vehicle will be secured for participation.

As there was no further business, the meeting was adjourned at 8:25 p.m. on a motion made by Mr. Bentz and duly carried.

Respectfully submitted,



Kristen M. Schlottman  
Borough Secretary