

The July 9, 2026, meeting of the Shillington Borough Council was called to order at 7:30 p.m. by President John W. Hoffert. Following the invocation given 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 Borough Manager Scott D. Brossman Jr., Fire Chief David M. Bentz, Mayor Andrew R. Hivner, Solicitor Thomas L. Klonis, and Secretary Kristen M. Schlottman. Kenneth Fulmer of Great Valley Consultants was also in attendance along with the following residents:

- Stephanie McFadden – 311 North Wyomissing Avenue
- Sharon Bedell – 311 North Wyomissing Avenue

As there were no objections, the minutes of the June 11, 2026, Council meeting were approved as forwarded to each member on a motion by Mr. Klee, which was seconded by Mr. Bentz, and unanimously carried.

PUBLIC COMMENT: Ms. Stephanie McFadden, 311 North Wyomissing Avenue, addressed Council regarding two concerns. First, she discussed parking issues associated with the Bakery Apartments. She stated that, in recent months, apartment residents have increasingly used on-street parking rather than the off-street parking provided, reducing available spaces for nearby homeowners.

President Hoffert explained that, as a condition of the apartment project's approval, the developer was required to provide two parking spaces per unit. However, because the streets are public property, neither Council nor the Borough can regulate where residents legally park. President Hoffert requested that Mr. Brossman contact the developer and/or property owner and ask the residents to be encouraged to utilize the available off-street parking whenever possible.

Ms. McFadden's second concern involved a travel trailer and towing vehicle parked on a public street for more than 24 hours as regulated by a borough ordinance. She advised that she has contacted the Shillington Police Department several times but felt her concerns were not adequately addressed. She also indicated that she had reviewed the Borough's ordinance herself and would like guidance regarding its enforcement.

President Hoffert apologized for her experience and, because Chief Hivner was not present, referred the matter to Mayor Hivner for follow-up with the Chief. He also requested that the Police Department continue monitoring the situation and take appropriate action when necessary. Ms. McFadden was encouraged to continue reporting future concerns to the Department.

COMMITTEE REPORTS:

Mayor: Mayor Hivner presented the Police Department's report for the month of June. During the month, the Department handled 368 incidents, including 44 arrests and officers traveled 2,703 patrol miles.

The report also indicated that there were several incidents of disorderly conduct handled at the end of the school year in the area of the Middle and High Schools. In addition, the Department participated in the Community Days 50th Anniversary Parade on June 28, 2026. Mayor Hivner also provided an update on the hiring process for an additional police officer. To date, the Borough has received one application. He noted that the limited responses may be due to several other police departments in the County actively recruiting officers. Council will be updated as additional information becomes available.

Police and Personnel: Mr. Nicholas M. Bentz, Chairman, made a motion, which was seconded by Mr. Klee, and duly carried, to authorize payment of \$5,878.38 in Police Department overtime for June.

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

a. Approved **NEW** permits:

608 Gregg Street – Joel Kozlowski
333 South Sterley Street – Chantalene Laboy
217 North Brobst Street – Michael R. Cronan
117 Reading Avenue – Susan Hollinger
349 North Wyomissing Avenue – Meghan Gumby for Caleb Hart
300 State Street, Unit C – Rita Ernst

b. Denied **NEW** permits:

26 Franklin Street – Starlette Johnson – residence has driveway

c. Rescind the following permit:

206 Hendel Street – Larry N. Davis

Additionally, following a motion by Mr. Bentz, seconded by Mr. Grounard, Council also authorized the following:

- a. Installation and/or removal of handicapped parking signs at the above-listed locations in accordance with their approval or rescission.
- b. Preparation and advertising of an Ordinance to effectuate the same.

Administration-Law- Finance: Mr. Ronald R. Klee, Jr., made a motion, which was seconded by Dr. Bentz, and duly carried, to confirm the payment of bills associated with the June 30, 2026, financial statements as follows:

- General Fund - \$301,174.04
- Water Fund - \$432,543.62
- Sewer Fund - \$62,169.74
- Recreation Fund - \$87,007.41
- Fire Fund - \$23,197.19
- Streets Improvement Fund - \$0.00

Mr. Klee then made a motion, seconded by Mr. Hopgood, and unanimously approved, to accept the Borough's 2024 Municipal Audit as presented to Council at the June 11, 2026, Council Meeting. Mr. Klee also advised Council that the 2025 Magisterial District Court 23-2-04 Audit Report has been provided to Council and made available at the Town hall for public review.

Fire: Mr. Michael A. Hoffert, Chairman, presented the Fire Chief's report for the month of June. During the month, the Department responded to forty-nine (49) dispatches, including twelve (12) within the Borough and thirty-seven (37) mutual aid responses to neighboring municipalities. Daytime staff successfully covered all 176 available staffing hours, and Department members participated in five training sessions.

Mr. Hoffert further reported that the Department participated in several additional activities throughout the month, including the funeral procession for the fallen Lower Alsace Township police officer, the removal of vintage paneling from the interior walls of the Fire Station, and the Community Days 50th Anniversary Parade.

Tree-Pole-Light: Mr. Jared A. Hopgood, Chairman, reported that there was no activity during the month of June. Mr. Hopgood advised Council that he is in the process of scheduling a meeting with Mr. Pinto prior to the start of the fall planting session.

July 9, 2026

Streets-Sanitation-Water: Mr. John W. Hoffert, Chairman, reviewed the July Engineer's report with Council noting the following:

°The Borough has received application for payment No. 4 in the amount of \$55,126.28 for the Valve Installation Project from J. Phillips Excavating & Hauling LLC. and Great Valley Consultants is recommending that payment be made.

°The Borough has received application for payment No. 1 in the amount of \$24,906.15 for the Brobst Sewer Sanitary Sewer Replacement project from J. Phillips Excavating & Hauling LLC. and Great Valley Consultants is recommending that payment.

Mr. Hoffert then reviewed the Public Works Department's activities for the month of June. Department personnel completed a variety of projects and maintenance tasks throughout the Borough, including leak repairs, mowing and sewer main clearing. The Department also assisted with preparations for the route of the Community Days 50th Anniversary Parade.

In conclusion, Mr. Hoffert then advised Council of a letter the Borough received from Kaplin Stewart Law Group on behalf JRL Lofts, LLC., the owner of 18 Catherine Street. The letter requests that the Borough repave or resurface Maple Alley due to its deteriorated condition. The property owner has been advised that the Borough has not historically maintained alley ways. Following discussion, Council tabled the matter pending review by the Borough Engineer and consideration of potential solutions to address the deteriorated surface. President Hoffert requested that Mr. Brossman notify legal counsel of Council's position and advise that they will be informed once a decision has been reached.

Recreation: Dr. Elizabeth M. Bentz, Chairman, provided Council with an update from the Recreation Board meeting held on July 6, 2026. Dr. Bentz informed Council that the Concert in the Park, scheduled for August 28, 2026, will proceed with Echo North as the featured performance. Additionally, the recreation board received a request to consider allowing owners of property within the Borough, that do not reside in the Borough, to purchase pool memberships for the Shillington Pool at resident rates as opposed to non-resident rates. The Recreation Board is recommending denial of this request to Council. Following a motion by Dr. Bentz, seconded by Mr. Hopgood, and duly carried, Council concurred with the Recreation Board's position and denied the request.

July 9, 2026

Dr. Bentz also advised Council of a refund request from Ms. Lori Gurtkowski, on behalf of her son, Frankie Gurtowski. Ms. Gurtkowski had purchased a pool membership for his use; however, he sustained an injury that will prevent him from attending the pool at all this season. As a result, Ms. Gurtkowski is requesting a refund for the membership fee or the transfer of the 2026 membership to the 2027 season. Upon a motion by Dr. Bentz, which was seconded by Mr. Bentz, and unanimously approved, Council authorized a refund of the membership fee due to the circumstances. Council also asked that Borough Staff contact Ms. Gurtkowski and inform her of their decision.

In closing, Dr. Bentz made a motion, which was seconded by Mr. Klee, and duly approved, authorizing the hiring of the following staff members at their respective rates of pay, contingent upon the submission and approval of all required employment paperwork and clearances as well as wage increases for selective summer personnel:

Playground:

Owen Harding

\$9.50/hour

Wage Increases

Concessions:

Isaiah Soto (Shift Lead)

\$9.50/hour to \$10.00/hour

Kaylee Gall (Shift Lead)

\$9.75/hour to \$10.00/hour

Zoning and Codes: Mr. Mark C. Grounard, Chairman, presented the report of the Borough's Building Code Official, Terrence Naugle, for the month of June. Mr. Naugle reported that eleven (11) new permits were issued and eight (8) certificates of use and occupancy were approved during the month. Following this activity, a total of 116 permits remained open.

Mr. Grounard also informed Council that the Zoning Hearing Board meeting scheduled for July 8, 2026, was continued at the request of the property owner's counsel. Counsel indicated that additional time was needed to prepare for the hearing. In consideration of that request, any advertising costs associated with scheduling the continued hearing will be borne by the applicant.

July 9, 2026

Solicitor: Solicitor Klonis requested authorization from Council to file liens for unpaid jobbing invoices.

Following a motion made by Mr. Klee, seconded by Mr. Bentz, and duly approved, Council authorized the filling of liens against the following properties:

- Cadet & Schwartz Realty
For: 4 West Lancaster Avenue
Outstanding jobbing invoice for snow removal \$192.50
- Ronald W. Heckler
115 East Broad Street
Outstanding jobbing invoice for snow removal \$192.50

Mr. Michael A. Hoffert abstained from voting to authorize the filing of the above liens due to a conflict of interest involving the parties.

Manager: Mr. Brossman reported that the Borough received \$50,058.94 from the Berks Earned Income Tax Bureau on July 2, 2026, representing the Borough's share of local earned income tax collections processed between June 1 and June 30, 2026.

Mr. Brossman then requested Council's permission to renew the Borough's membership with the Berks County Conservation District, including a \$50.00 donation to the organization. Following a motion by Mr. Klee, seconded by Mr. Hopgood, and unanimously approved, Council authorized the renewal.

Mr. Brossman also requested authorization to pay Miller Sports \$40,054.00 for the installation and completion of the new pickleball courts at Shillington Park. Following a motion made by Mr. Grounard, which was seconded by Dr. Bentz, and duly carried, Council authorized that payment.

Council's authorization was also needed for the execution of the 2027 Animal Control Services Agreement among Lost & Found Animal Control Services, LLC., Safety Net Sanctuary, Inc., and the Borough at a cost of \$1.50 per resident, based upon the 2020 U.S. Census Data. Mr. Klee made a motion, seconded by Dr. Bentz, and unanimously carried, to authorization the execution of this document.

July 9, 2026

Upon a motion by Mr. Klee, which was seconded by Mr. Hopgood, and duly carried, Council authorized payment No. 4 to J. Phillips Excavating & Hauling, LLC., in the amount of \$55,126.28 for the Valve Installation Project.

Authorization was also requested for payment No. 1 to J. Phillips Excavating & Hauling, LLC., for the Brobst Street Sanitary Sewer Replacement Project in the amount of \$24,906.15. Following a motion by Mr. Klee, which was seconded by Mr. Hopgood, and unanimously approved, Council authorized that payment.

In closing, Mr. Brossman congratulated Mayor Hivner on his recent retirement from the Berks County Sheriff's Department.

Unfinished Business: President Hoffert addressed 200 West Lancaster Avenue and advised Council that there was no update at this time, and the property is still scheduled for settlement on July 22, 2026. Also, President Hoffert advised that Mr. Brossman has not heard back from the Mifflin Community Library regarding a long-term plan for their request to paint the Signal Control Box located by the library garden. If a plan is submitted to Council, this request will be readdressed.

New Business: President Hoffert announced to Council and the public that the next scheduled date for Police Contract negotiations is July 21, 2026, at 10:00 a.m. in Council Chambers.

Communications: President Hoffert read a thank-you note from Dr. Michalik expressing appreciation to Council for its participation in and contributions to the 2026 Memorial Day Parade.

As there was no further business to conduct, a motion to adjourn was made by Mr. Klee and duly carried. The meeting was adjourned at 8:41 p.m.

Respectfully submitted,



Kristen M. Schlottman
Borough Secretary