

The September 10, 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 Oath of Allegiance, roll call was taken. Nicholas M. Bentz was absent. Council members in attendance were Elizabeth M. Bentz, Mark C. Grounard, John W. Hoffert, Michael A. Hoffert, Jared A. Hopgood and Mr. Ronald R. Klee, Jr. Present in addition to Council members, were Borough Manager Scott D. Brossman, Fire Chief David M. Bentz, Mayor Andrew R. Hivner, Solicitor Thomas L. Klonis, and Secretary Kristen M. Schlottman. Terrence Naugle of Great Valley Consultants was also in attendance.

Following the correction of two typographical errors in the August 19, 2026, minutes, Mr. Klee made a motion to approve the minutes as amended. Mr. Hopgood seconded the motion, which was duly carried.

**PUBLIC COMMENT:** None

#### **Committee Reports**

**Mayor:** Mayor Hivner presented the Police Department's report for the month of August. During the month, the Department handled 355 incidents, including 42 arrests and officers traveled 2,781 patrol miles.

Mayor Hivner also reported that at the last Civil Service Commission meeting, there was a proposed change to the Rules & Regulations to be addressed by Council and that the Commission has ended the current hiring process due to lack of participants. The Commission is ready to proceed with a new eligibility list upon activation by Council.

Council was also advised of several incidents that occurred during the last month including a shots fired call in the 200 block of South Wyomissing Avenue, following which a suspect was located and charged, as well as an incident that occurred at the Governor Mifflin High School football game on August 28, 2026. During the game, it was communicated that an individual was witnessed in possession of a firearm. The game was subsequently stopped and the stadium was evacuated. Through the investigation it was determined that the initial reports were not accurate. Due to the community concern that was expressed, a meeting was held with School Officials, Law Enforcement and residents to discuss the incident as well as planning for similar incidents that may occur in the future.

In closing, Mayor Hivner requested Council authorize the preparation and advertising of an ordinance for the 2026 Halloween curfew. Following a motion by Mr. Klee, seconded by Mr. Grounard, and duly approved, authorization was granted.

**Police and Personnel:** Mr. Michael A. Hoffert, Vice Chairman, made a motion, which was seconded by Dr. Bentz, and unanimously carried, to approve the overtime paid to the Police Department during the month of August in the amount of \$8,925.82.

Mr. Hoffert then made a motion to approve the new Police Contract, effective January 1, 2027, through December 31, 2031. The motion was seconded by Dr. Bentz and duly carried.

In conclusion, Mr. Hoffert made a motion, which was seconded by Dr. Bentz, and duly carried, to approve the updated Civil Service Rules and Regulations as forwarded to Council by the Civil Service Commission. Mr. Hoffert also made a motion, seconded by Dr. Bentz, and duly carried, to activate the Civil Service Commission to create a new eligibility list, as the previous activation was vacated due to lack of participants.

**Administration-Law-Finance:** Mr. Ronald R. Klee, Jr., Chairman, made a motion, which was seconded by Mr. Hopgood, and duly approved, to confirm the payment of bills associated with the August 31, 2026, financial statements as follows:

- General Fund - \$396,849.84
- Water Fund - \$391,808.92
- Sewer Fund - \$379,009.72
- Recreation Fund - \$93,796.16
- Fire Fund - \$13,376.43
- Streets Improvement - \$622.76

**Fire:** Mr. Michael A. Hoffert, Chairman, presented the Fire Chief's report for the month of August. During the month, the Department responded to thirty-nine (39) dispatches, including seven (7) within the Borough and thirty-two (32) mutual aid responses to neighboring municipalities. Daytime staff successfully covered all 168 available staffing hours, and Department members participated in five training sessions.

Mr. Hoffert then requested Council's permission to purchase and install a 20x20x9 carport at 217 Catherine Street. Following a motion made by Mr. Hopgood, which was seconded by Dr. Bentz, and duly carried, Council granted permission to purchase and install the carport, provided that it fits within the property boundaries. Council also waived any applicable setback requirements from the property lines.

**Tree-Pole-Light:** Mr. Jared A. Hopgood, Chairman, reported that there was no activity during the month of August however, the committee did have a meeting on August 24, 2026, with several attendees and Councilman Grounard. The committee has established September 18, 2026, as the deadline for fall planting requests. The next meeting will be held on September 24, 2026.

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

- ° The Borough has received application for payment No. 6 (Final) in the amount of \$4,951.41 for the Valve Installation Project from J. Phillips Excavating & Hauling LLC. and Great Valley Consultants is recommending that payment be made.

- ° Change Order No. 4 has been submitted for the Valve Installation Project, which is the balance of the contract showing the difference between the actual completed items and estimated bid quantities. Great Valley Consultants is recommending approval of this change order.

- ° The Borough has received application for payment No. 3 (Final) in the amount of \$89,454.79 for the Brobst Street Sanitary Sewer Replacement Project from J. Phillips Excavating & Hauling LLC. and Great Valley Consultants is recommending that payment.

- ° Change Order No. 2 has been submitted for the Brobst Street Sanitary Sewer Replacement Project reflecting the difference between the as-built quantities and the estimated quantities. Great Valley Consultants is recommending the approval of this change order.

Mr. Hoffert then reviewed the Public Works Department's activities for the month of August. The Department completed a variety of projects and maintenance tasks within the Borough during the month.

In closing, Mr. Hoffert requested Council approve Change Order No. 4 from J. Phillips Excavating & Hauling, LLC for the Valve Installation Project to reconcile the contract with the actual quantities of bid items completed. Following a motion by Mr. Klee, which was seconded by Dr. Bentz, and unanimously carried, Change Order No. 4 was approved. Additionally, Mr. Hoffert requested Council's approval of Change Order No. 2 from J. Phillips Excavating & Hauling, LLC for the Brobst Street Sanitary Sewer Replacement Project to reconcile the contract with the actual quantities of bid items completed. Mr. Klee made a motion to approve Change Order No. 2, seconded by Mr. Grounard and unanimously carried.

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**Recreation:** Dr. Elizabeth M. Bentz, Chairman, advised Council that the next Recreation Board Meeting is scheduled for September 14, 2026, at 6:30 p.m.

Dr. Bentz also advised Council that the Concert in the Park on August 28, 2026, went well. Attendees expressed their pleasure with the band Echo North, and several requests have already been received asking for them to return next year.

**Zoning and Codes:** Mr. Mark C. Grounard, Chairman, presented the report of the Borough's Building Code Official, Terrence Naugle, for the month of August. Mr. Naugle has issued six (6) new permits and thirteen (13) certificates of use/occupancy during the month.

After Mr. Grounard concluded his remarks, Mr. Naugle, of Great Valley Consultants addressed Council regarding the status of the ongoing appeal concerning rental inspections and refusals of such inspections. Mr. Naugle indicated that the appeal process will likely be lengthy. In the interim, he recommended that the Borough continue with its normal rental inspection procedures and appropriately document any instances in which an inspection is refused.

**Solicitor:** Solicitor Klonis presented **Resolution No. 8-2026**, approving the application for a Statewide LSA Grant for a 2027 Ford F-350 pickup truck in the amount of \$57,800.00. This resolution was adopted as presented following a motion by Mr. Klee, seconded by Mr. Hopgood, and duly approved.

Mr. Klonis then presented **Resolution No. 9-2026**, approving the application for a Statewide LSA Grant for a 2027 Ford F-250 pickup truck in the amount of \$45,900.00. Following a motion by Mr. Klee, which was seconded by Mr. Grounard, and duly carried, Council adopted the resolution as presented.

**Manager:** Mr. Brossman reported that the Borough received \$154,743.03 from the Berks Earned Income Tax Bureau on September 2, 2026, representing the Borough's share of local earned income tax collections processed between August 1 and August 31, 2026.

**Manager's Report Cont'd:**

Mr. Brossman also reported that on September 8, 2026, the Borough received \$250.00 from the Pennsylvania Liquor Control Board, representing the Liquor and Malt Beverage Licenses issued between February 1 through July 31, 2026.

Mr. Brossman requested permission to make payment No. 6 (Final), in the amount of \$4,951.41 to J. Phillips Excavating & Hauling, LLC, for the Valve Installation Project. Following a motion by Mr. Klee, which was seconded by Dr. Bentz, and duly approved, Council authorized the payment.

Additionally, following a motion by Mr. Klee, seconded by Mr. Hopgood, and duly carried, Council authorized payment No. 3 (Final), in the amount of \$89,454.79, to J. Phillips Excavating & Hauling, LLC, for the Brobst Street Sanitary Sewer Replacement Project.

Mr. Brossman then requested Council's authorization to purchase a Viper Magnetic Locator at a cost of \$3,173.44. Mr. Klee made a motion, which was seconded by Mr. Grounard, and unanimously approved, authorizing this purchase. Mr. Brossman also requested Council authorize the purchase of an Aquascope Leak Locator at a cost of \$6,142.50. This purchase was also approved by Council following a motion by Mr. Klee, which was seconded by Dr. Bentz, and duly carried.

Mr. Brossman advised Council that the Borough would like to advertise the Mack 10-Wheeler for sale, as it is no longer used for daily operations. Following a motion that was made by Mr. Klee, seconded by Mr. Grounard, and unanimously approved, Council authorized the advertisement of the sale of this vehicle.

In closing, Mr. Brossman requested Council authorize the Letter of Credit Release Request No. 1 for the Missionary Sisters of the Precious Blood Project in the amount of \$184,528.33. Council authorized this request following a motion made by Mr. Klee, which was seconded by Mr. Michael Hoffert, and duly approved.

**Unfinished Business:** President Hoffert provided an update regarding the property located at 200 West Lancaster Avenue. He advised Council that Mr. Naugle of Great Valley Consultants confirmed that Mr. Burt Savory, owner of the property, will be handling demolition of the porches and renovations of the building. Mr. Savory will be contacting Mr. Naugle to schedule an on-site meeting later in September to discuss the project further.

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President Hoffert also addressed the request submitted by counsel for Jr. Lofts, LLC, the owner of 18 Catherine Street, regarding the repaving and resurfacing of Maple Alley. At this time, this request will remain tabled pending the finalization of the 2027 Streets Project by the Borough Engineer and Streets Water Sewer Committee, at which time the need for reconstruction of the alley will be evaluated in conjunction with the project.

**New Business:** None

**Questions from the Audience:** None

**Reading and Acting on Communications:** President Hoffert read a letter to Council that was received from the Mifflin Community Food Pantry thanking Council for involvement with their organization and donations. Mr. Hoffert also reminded Council of townhall meeting being hosted at the Mifflin Community Library on September 16, 2026, by the Berks County Commissioners.

As there was no further business to conduct, a motion to adjourn was made Mr. Klee and duly carried. The meeting was adjourned at 8:35 p.m.

Respectfully Submitted,

Kristen M. Schlottman  
Borough Secretary

