

**BOROUGH OF BOYERTOWN REORGANIZATION  
AND REGULAR COUNCIL MEETING  
January 2, 2024**

The reorganization meeting of the Boyertown Borough Council was called to order at 7:00 p.m. by Mayor Lorraine Carnes. Council members present were Frank Deery, Charles Heller, Thomas McHugh, Jeffrey Cascino and Keith Endy. Council members Charles Neubauer and Jarid Miller arrived at approximately 7:05 p.m.

Also in attendance were Patricia Loder, Borough Manager; Christopher Hartman, solicitor; Ellen Martignetti, Main Street Manager; and an interested citizen.

All rose for the Pledge of Allegiance.

Mayor Carnes called for public comment on the agenda; no comments were forthcoming.

Mayor Carnes then opened nominations for the election of President of Boyertown Borough Council for the two-year term ending the first Monday of January 2026. Mr. Endy nominated Frank Deery; Mr. Cascino seconded the nomination. No further nominations were made; the ballot was unanimously approved and Mr. Deery was declared President.

Mayor Carnes then opened nominations for the election of Vice President of Boyertown Borough Council for the two-year term ending the first Monday of January 2026. Mr. Heller nominated Keith Endy; Mr. Deery seconded the nomination. No further nominations were made; the ballot was unanimously approved and Mr. Endy was declared Vice President.

Mr. Deery assumed the Chair and announced the appointment of members to the following committees of Borough Council:

Public Works, Thomas McHugh, Chairman; Keith Endy and Jarid Miller  
Public Utilities, Keith Endy, Chairman; Thomas McHugh and Jarid Miller  
House, Jarid Miller, Chairman; Thomas McHugh and Keith Endy  
Finance, Charles Heller, Chairman, Jeffrey Cascino and Charles Neubauer  
Police & Public Safety, Charles Neubauer, Chairman, Jeffrey Cascino and Charles Heller  
Public Communication, Jeffrey Cascino, Chairman, Charles Heller and Charles Neubauer

Mr. Deery then made a motion, second by Mr. Neubauer, to appoint the following individuals to Boards, Commissions and Offices:

Fire Marshal	Dave Shainline, 1-year term
Deputy Fire Marshal	Corey Heimbach, 1-year term
Emergency Management Coordinator	John Rambo, 1-year term
Planning Commission	Frank Deery, 5-year term
Water Authority	Patricia Loder, 5-year term
Emergency Management Council	John Rambo, 1-year term
	Barry Leatherman, 1-year term
	Frank Deery, 1-year term
	Charles Heller, 1-year term

EBRP Commission	Frank Deery, 1-year term Charles Heller, 1-year term Patricia Loder, 1-year term
EBRP Pension Committee	Charles Heller, 1-year term Patricia Loder, 1-year term
Vacancy Board	Patrick Maloney, 2-year term Charles Neubauer, 2-year term
Boyertown Lions Community Ambulance Board of Directors	
Boyertown Area Fire & Rescue, Board Manager/Secretary/Treasurer	Patricia Loder, 2 year term Patricia A. Loder, 2-year term

The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller, and Mr. Deery. Motion approved.

Mr. Deery made a motion, second by Mr. Endy, to approve Resolution Number 01-02-2024 appointing Roger Lehmann to a three-year term on the Zoning Hearing Board. The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller and Mr. Deery. The motion was approved.

Mr. Deery made a motion, second by Mr. Cascino, to approve Resolution 01-02-2024A appointing Mary Sugita, 66 Stauffer Drive, Boyertown, to a three-year term as an alternate member of the Zoning Hearing Board. The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller and Mr. Deery. The motion was approved.

Mr. Deery made a motion, second by Mr. Heller, to appoint Truist Bank and Pennsylvania Local Government Investment Trust as depositories of the Borough funds for the years 2024 and 2025. The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller and Mr. Deery. The motion was approved.

Mr. Endy made a motion, second by Mr. Cascino, to name the Tax Claim Bureau of the County of Berks as the tax collector of all delinquent real estate taxes in the Borough. The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller and Mr. Deery. The motion was approved.

Mr. Deery made a motion, second by Mr. Cascino, to appoint the law firm of Hartman/Valeriano/Magovern/Lutz, 1025 Berkshire Blvd., Suite 700, Wyomissing, PA, to a two-year term as solicitor with primary representation provided by Christopher Hartman. The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller and Mr. Deery. The motion was approved.

Mr. Deery made a motion, second by Mr. Neubauer, to appoint SSM Group, 104 North Park Road, Reading, PA, to a two-year term as engineer for water and wastewater, MS4 Permitting and Planning Commission with primary representation provided by Jason Newhard, Kent Morey and Nicholas Szeradai. The roll call vote reflected the following members voting

“yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller and Mr. Deery. The motion was approved.

Mr. Deery then made a motion, second by Mr. Heller, to appoint Systems Design Engineering, Inc., 1032 James Drive, Leesport, PA, to a two-year term as Zoning Officer and Building Code Official with primary representation provided by Thomas Unger, Matthew Davenport and Keith Yeager. The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller and Mr. Deery. The motion was approved.

Mr. Deery made a motion, second by Mr. Endy, to appoint Systems Design Engineering, Inc., 1032 James Drive, Leesport, Pennsylvania, to a two-year term as engineer for street projects with primary representation provided by Thomas Unger. The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller and Mr. Deery. The motion was approved.

Mr. Deery then made a motion, second by Mr. Neubauer, to adopt the Rules and Regulations for the conduct of Borough Council and Committee Meetings. The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller and Mr. Deery. The motion was approved.

Mr. Deery made a motion to approve the minutes of the December 19<sup>th</sup>, 2023 meeting of Council. The motion was second by Mr. Neubauer, and approved.

**Finance, Charles Heller**

Mr. Heller made a motion, second by Mr. Neubauer, to approve the lists of Revenues, Expenditures and Bills for December 2023. The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller, and Mr. Deery. The motion was approved.

The following is a summary of the Financial Report; the complete report is on file in the Borough office:

General Fund – 01	
Balance in Bank 11/30/2023	\$574,055.70
Receipts	162,839.48
Expenditures	496,723.06
Balance in Bank 12/31/2023	\$240,172.12
Tank Maintenance Fund – 04	
Balance in Bank 11/30/2023	\$520,328.43
Receipts	2,451.63
Expenditures	0.00
Balance in Bank 12/31/2023	\$522,780.06

Water Fund – 06	
Balance in Bank 11/30/2023	\$419,939.58
Receipts	359,769.49
Expenditures	383,430.59
Balance in Bank 12/31/2023	\$396,278.48
Sewer Fund – 08	
Balance in Bank 11/30/2023	\$447,046.49
Receipts	156,436.85
Expenditures	161,588.41
Balance in Bank 12/31/2023	\$441,894.93
Recreation Fund – 09	
Balance in Bank 11/30/2023	\$128,796.37
Receipts	594.13
Expenditures	0.00
Balance in Bank 12/31/2023	\$129,390.50
Colonial Corners Fund – 13	
Balance in Bank 11/30/2023	\$ 35,905.34
Receipts	937.61
Expenditures	244.60
Balance in Bank 12/31/2023	\$ 36,598.35
Trail Feasibility Study Fund – 15	
Balance in Bank 11/30/2023	\$ 3,710.44
Receipts	16.34
Expenditures	0.00
Balance in Bank 12/31/2023	\$ 3,726.78
Capital Improvement – General Fund – 17	
Balance in Bank 11/30/2023	\$1,992,009.04
Receipts	379,735.81
Expenditures	181,060.83
Balance in Bank 12/31/2023	\$2,190,684.02
Forest Management – 19	
Balance in Bank 11/30/2023	\$140,029.23
Receipts	659.77
Expenditures	0.00
Balance in Bank 12/31/2023	\$140,689.00
Capital Improvement – Water Fund – 20	
Balance in Bank 11/30/2023	\$ 770,619.94
Receipts	3,602.78
Expenditures	0.00
Balance in Bank 12/31/2023	\$ 774,222.72

Capital Improvement – Sewer Fund – 30	
Balance in Bank 11/30/2023	\$337,196.71
Receipts	1,584.51
Expenditures	0.00
Balance in Bank 12/31/2023	\$338,781.22
Liquid Fuels Fund - 35	
Balance in Bank 11/30/2023	\$172,315.94
Receipts	811.89
Expenditures	0.00
Balance in Bank 12/31/2023	\$173,127.83

Mr. Heller made a motion, second by Mr. Endy, to approve Resolution 01-02-2024B establishing fees charged by the Borough for permits, licenses, and water and sewer rates. The roll call vote reflected the following members voting “yes”: Mr. Heller, Mr. McHugh, Mr. Cascino, Mr. Endy, Mr. Neubauer, Mr. Miller, and Mr. Deery. The motion was approved.

**Public Utilities – Water, Keith Endy**

The following Water Supply and Use Report was submitted for the month of November 2023:

During the month of November 2023, a total of 21,495,000 gallons of water was processed through the water filter plant for an average of 717,000 gallons per day.

The totals came from these sources:

Trout Run	22,009,000
Ironstone	-0-
Boyertown Reservoir	5,427,000
Pumping from Trout Run	30 days
Pumping from Ironstone	0 days

Trout Run is at a level of 585.920 feet with approximately 189,000,000 gallons of water. Popodickon Reservoir is at a level of 35.5 feet with approximately 28,300,000 gallons of water. Precipitation in November was 1.5 inches.

**Public Utilities – Sewer, Keith Endy**

The following Wastewater Treatment Report was submitted for the month of November 2023:

	<b>Average Effluent</b>	<b>NPDES Maximum Allowed</b>
B.O.D	3.00 mg/l	20.0 mg/l
Ammonia Nitrogen	.13 mg/l	1.6 mg/l
Phosphorus	.68 mg/l	1.5 mg/l
Suspended Solids	7.0 mg/l	20.0 mg/l
	<b>Average Effluent</b>	<b>NPDES Maximum Allowed</b>
Fecal Coliform	7/100 mg/l	200/100 mg/l

The average daily flow at the Wastewater Treatment Plant during the month of November was 313,000 gallons.

**Public Works, Thomas McHugh**

The following report on the activities of the Street Department personnel during the month of December 2023 was submitted:

During the month of December 2023 department personnel, concluded the annual leaf collection program, performed winter maintenance on the rain garden bump outs, replaced parking meter batteries, and performed building maintenance on the municipal garage. Department personnel also emptied trash cans in the public right of way, and performed routine maintenance on borough buildings, equipment and vehicles.

**House, Jarid Miller**

No report

**Public Communications,**

No report

**Park and Recreation Board, Lorraine Carnes, Mayor**

Mayor Carnes reported that the Park and Recreation Board have begun selection of dates and planning for their 2024 events.

**Planning, Charles Neubauer**

The following Code Enforcement Report for the month of December 2023, as provided by Systems Design Engineering, Inc. and the Miscellaneous Permit Report were submitted:

SDE issued three UCC Permits and two Zoning Permits during the month of December. The Property Maintenance Code Enforcement Officer handled numerous property maintenance code concerns, and inspected sixteen rental units.

**Police and Public Safety, Charles Neubauer**

Mr. Neubauer submitted the Eastern Berks Regional Police Activities Report for the month of December 2023. Total Incidents 232; criminal arrests 8; vehicle arrests 49; accidents 18; parking tickets 3; written warnings 7. Mr. Neubauer also reported the Borough Parking Enforcement Officer issued thirty three parking tickets during the month of December.

### **Mayors Activities, Mayor Lorraine Carnes**

Mayor Carnes submitted the following activity report for the month of December. Attendance at Borough committee and council meetings, as well as attendance at meetings of the Historical Society, BMBA, YMCA 5 Grand Club, Rotary Club, United Way, and Eastern Berks Regional Police Commission. Mayor Carnes also participated in the Holiday House Tour, Shop with A Cop, and a New Year's Eve Bear Drop.

### **Building a Better Boyertown, Ellen Martignetti, Main Street Manager**

Mrs. Martignetti reviewed a report on the activities of Building a Better Boyertown during the month of December. Esports video Game Tournament is scheduled to be held on February 18<sup>th</sup> at the YMCA; and Coming Out of Hibernation is scheduled to be held on Saturday, April 20<sup>th</sup> from 11:00 a.m. to 4:00 p.m. The complete report is on file in the Borough Administrative Office.

### **Solicitor**

No report.

Mr. Deery called for public comment and recognized Mr. Clayton Leister who addressed Council on the need for a crosswalk at Fourth and Washington Streets, as well as a four-way Stop sign at the intersection. Mr. Leister also noted a lack of a handicap ramp to the administrative office of Borough Hall. Mr. Leister also filed a complaint about the hedge along Poplar Alley at East Fourth Street encroaching on the alley.

There being no further business to conduct, a motion to adjourn the meeting at 7:55 p.m. was made by Mr. Neubauer and seconded by Mr. McHugh. The next meeting of Boyertown Borough Council will be held on Monday, February 5<sup>th</sup>, 2024 beginning at 7:00 p.m.

Respectfully submitted,

Patricia A. Loder  
Borough Secretary