

**Borough of Sinking Spring**  
**January 5, 2026**  
**Council Meeting Minutes**

The regular meeting of the Borough Council of the Borough of Sinking Spring was called to order on Monday, January 5, 2026, at 7:11 p.m., immediately following the Reorganization Meeting, by Council President Tracy Peterson. The following Council Members present:

Tracy Peterson  
H. David Miller  
Denise Stine  
Lisa Gantner  
Brian Hoffa  
Robert Metzgar – Arrived at 7:44 p.m.  
John Eagelman

Other officials present: Mayor Gary Cirulli; Charles Haws, Barley Snyder, Borough Solicitor; David M. Schlott Jr., ARRO Consulting; Michael Hart, Borough Manager; Police Chief James Oxenreider; and Elizabeth Eagelman, Borough Secretary, who recorded the minutes of the proceedings.

**Approval to Amend Agenda to Include Hiring Library Assistant**

Mrs. Peterson requested approval to amend the agenda to include the hiring of a library assistant.

Motion to amend the agenda was made by Mr. Hoffa and seconded by Mr. Eagelman. The motion passed unanimously.

**Approval of Meeting Minutes – 12-11-2025 Council Meeting**

Mrs. Peterson asked for a motion to approve the December 11, 2025 Council Meeting Minutes.

Motion to approve the meeting minutes was made by Mr. Hoffa and seconded by Mrs. Gantner. The motion passed unanimously.

**Visitors/Public Comment**

There were no public comments during this portion of the meeting.

**Correspondence**

Mrs. Peterson shared correspondence received from Ron and Karen DeCarlo, who sent a thank you card expressing their appreciation for receiving the grand prize in the holiday decoration contest. Mrs. Peterson described how excited the DeCarlos were to receive the prize and that they had kept all their signs from previous years. She also mentioned another winner for the "best daytime look" category who was equally enthusiastic about receiving recognition for his decorations.

## **Approval of the Bills for December 2025**

Motion to approve the bills for December 2025 was made by Mr. Hoffa and seconded by Mrs. Gantner. The motion passed unanimously.

## **Approval of the Treasurers Report for December 2025**

Motion to approve the Treasurer's Report for December 2025 was made by Mr. Hoffa and seconded by Mr. Egelman. The motion passed unanimously.

## **Western Berks Fire Department Report**

The report was included in the meeting packet; no additional discussion occurred.

## **Western Berks Ambulance Report**

No report was received from the Western Berks Ambulance.

## **Revitalization**

Mr. Hoffa reported that there was no meeting of the Revitalization Committee in the previous month. He stated that a meeting was expected to be held in the current month, and he would provide updates when available.

## **Unfinished Business/ Possible Action Items**

### **Amendments to Master Fee Schedule**

Discussion was held regarding the master fee schedule amendments. Mrs. Gantner noted that there were two items that needed further review: the playground rental fee and establishing an appropriate fee for the Freight House facility once it becomes available. Mr. Hart confirmed that previous discussions had included adjusting fees for the main playground from \$175 to \$225 and for Brookfield from \$150 to \$200.

Motion to table the adoption of the fee schedule until the next meeting was made by Mr. Miller and seconded by Mrs. Gantner. The motion passed unanimously.

## **New Business/ Possible Action Items**

### **Intergovernmental Agreement for the Establishment of the Berks County Uniform Construction Code Board of Appeals**

Mr. Hart explained that this agreement is renewed annually with the county. He stated that the agreement establishes a process for residents to appeal his building code rulings to the county board. The annual fee was confirmed to be \$300.

Motion to approve the agreement was made by Mr. Miller and seconded by Mrs. Gantner. The motion passed unanimously.

### **Approval to Advertise for Bids for 2026 Paving Projects**

Mr. Hart outlined three paving projects planned for 2026: the paving of Cacoosing Avenue, Crest Road, and the installation of speed bumps (speed tables). He clarified that two speed tables were planned for Ruth Street and one for Reedy Road, though he noted he was awaiting PennDOT approval to confirm if both speed tables could be installed on Ruth Street. Mr. Hart explained that he had contacted LTAP (Local Technical Assistance Program) to conduct a free survey to determine the feasibility.

Motion to approve advertising for bids for the 2026 paving projects was made by Mrs. Gantner and seconded by Mr. Miller. The motion passed unanimously.

### **Agreement with County Treasurer for Real Estate Tax Collection**

Prior to discussing this item, resident Jamie Perez addressed the council to announce that although he had been elected as tax collector through a write-in campaign in November, he needed to decline the position as he had been appointed as the Executive Director of the Redevelopment Authority of Berks County effective January 2026.

Mr. Hart then explained that due to the vacancy in the tax collector position, he had been approached by Mitch Darcourt from the county about having the county handle tax collection services. The county would charge \$2.20 per parcel for this service. He noted that while all billing would be handled by the county, the borough would still need to designate an assistant tax collector to accept cash payments from residents who wished to pay in person.

Mr. Haws confirmed that the agreement with the county would be for a 4-year term but could be terminated by either party with 180 days' written notice if the borough identified someone to serve as tax collector in the future.

Motion to approve the agreement with the county treasurer for real estate tax collection was made by Mr. Egelman and seconded by Mrs. Stine. The motion passed unanimously.

### **Resolution #2026-01 – Approve Accepting Online Payments for Real Estate Taxes**

Mr. Hart explained that this resolution would allow the acceptance of online payments for real estate taxes. He noted that the county preferred electronic payment methods, though they recognized that not all residents would use this option.

Motion to approve Resolution #2026-01 was made by Mr. Hoffa and seconded by Mrs. Gantner. The motion passed unanimously.

### **Approve Hiring Jensyn Elliot as a Library Assistant at \$12.00 per hour**

Mrs. Peterson presented the recommendation to hire Jensyn Elliott as a library assistant at a rate of \$12.00 per hour for approximately 10-15 hours per week. She noted that this hiring would replace a staff member who had left and mentioned that another position would need to be filled in the near future as well.

Motion to approve hiring Jensyn Elliott as a library assistant at \$12.00 per hour was made by Mrs. Gantner and seconded by Mrs. Stine. The motion passed unanimously.

## **Environmental & Municipal Engineer's Report**

Mr. Schlott reported that there were no action items for the month. In response to questions from council members, he confirmed that boring work had begun for the crosswalk project. He indicated that while the schedule had allotted two weeks for this portion of the work, it appeared the subcontractor had completed it in just a couple of days.

## **Committee Reports**

### **Police Department**

Chief of Police reported that for December 2025, there were 7 accidents, 9 domestic calls, 14 citations issued, 2 parking tickets, and 7 warnings. He stated that the department had responded to 2,252 calls for service in 2025.

Mr. Hawes suggested that the council should consider appointing Fire Chief Jared as the fire marshal or his designee, as this would be important for plan reviews involving fire safety considerations. Mrs. Peterson requested Mr. Hart to contact the fire chief before the next meeting to discuss this appointment.

### **Borough Manager's Report**

Borough Manager Hart reported on a meeting with the redevelopment authority regarding the intersection on Shillington Road. He explained that PennDOT was pushing for the borough to take ownership of various properties and stormwater infrastructure, but the county lacked sufficient funding. The borough and county ultimately decided not to proceed with the project as proposed.

Mr. Hart expressed concern that the intersection changes might negatively impact McDonald's and Jiffy Lube to the point where they might relocate. Council members voiced concerns about businesses leaving the borough when the goal was to increase development. There was discussion about the limitations of taking private property and the lack of funding for the project.

Mr. Hart also mentioned that he had sent a letter to Harrisburg requesting dedicated turning lanes and the ability to turn right on red at the intersection of Penn and Cacoosing Avenues to improve traffic flow but had not yet received a response.

### **Library Report**

Mrs. Peterson reported on the library's operations, noting that the state had recently begun prohibiting some libraries from processing passports. She explained that the Sinking Spring Library was currently permitted to continue this service because it was a municipal entity. She emphasized that passport services and photos generated approximately \$135,000 in revenue last year, which was essential for keeping the library operational.

Mrs. Peterson expressed concern about potential future restrictions and noted that without this revenue stream, the library would need to cut staff and hours. She also mentioned concerns about smaller libraries in the area potentially closing, which would increase pressure on the Sinking Spring facility, which already faces space and parking limitations. She confirmed that the library pays approximately \$713 per month for its space in the borough building.

## **Civil Service Commission Appointment**

Mayor Cirulli requested the council approve John Eagelman to sit on the Civil Service Commission.

Motion to approve John Eagelman to the Civil Service Commission was made by Mr. Miller and seconded by Mrs. Gantner. The motion passed unanimously.

Mayor Cirulli administered the oath of office to Mr. Metzgar who arrived at 7:44 p.m..

## **Finance Committee Report**

Mr. Metzgar reported that there were no finance items other than employee management matters for executive session.

## **Recreation Committee Report**

Mrs. Gantner reported that playground program registration inquiries had already begun. She mentioned that the software subscription fee for the recreation program was increasing this year.

## **Freight House Update**

Mr. Hart provided an update on the Freight House renovation project. He confirmed that he was selecting interior finishes, including kitchen cabinets, bathroom fixtures, and dividers. He reported that most of the framework was complete except for the cladding on the eastern wall around the fireplace. The roof was decked with weatherproof coating installed. Plumbing had been roughed in, but electrical work had not yet begun.

Mr. Hart noted that weather delays had impacted the project timeline. He also mentioned several items that had been damaged by the contractor, including a service meter base, basement door, and service box, which would be replaced at the contractor's expense. He estimated that with favorable weather, the project could be completed by April.


## **Executive Session – Personnel Matters**

The council moved into executive session at 7:54 p.m. to discuss personnel matters with no action to be taken.

## **Adjournment**

Mr. Miller moved to adjourn the meeting to Executive Session at 7:54 p.m. with no intent to return.

Respectfully submitted,

  
Elizabeth A. Eagelman  
Borough Secretary