

BOARD OF SUPERVISORS



TOWNSHIP OF SPRING

BERKS COUNTY, PA
2800 SHILLINGTON RD.
READING, PA 19608
Tel. (610) 678-5393
Fax. (610) 678-4571
Website: springtwpberks.org

MEETING MINUTES OCTOBER 27, 2008

OPENING OF MEETING: The regularly scheduled bi-monthly meeting of the Board of Supervisors was called to order by Chairman Dallas, at 7:30 p.m., in the Meeting Room of the Municipal Building, located at 2800 Shillington Road, Cornwall Terrace, Berks County, Pennsylvania.

The meeting opened with the Pledge to the Flag.

Upon roll call, Supervisors Collins, Dallas, Kreider, Smith and Vaughan were present. Also present were: James Lillis, Esquire, Solicitor; Leon Mazurie, Chief Ross, James Moll, Sheryl Rowan, Commissioner Leinbach, Siegfried Walshburger and Gretchen Nauyalis of Bright Sign.

COUNTY COMMISSIONER LEINBACH: Commissioner Leinbach has attended numerous municipal meetings for the purpose of gaining understanding as to the status of communities throughout Berks County. He provided the Supervisors with an overview of County issues and steps taken with regard to spending and budget decisions during the current financial situation.

OPEN TO THE FLOOR:

Siegfried Walschburger, 105 Bainbridge Circle: Mr. Walschburger requested that the Board consider changing the requirement that campers cannot be parked on Township streets for more than a 24 hour period between April 15th and October 15th. He suggested that April 1st to November 1st would allow campers to enjoy camping while camp grounds remain open. Chairman Dallas assured Mr. Walschburger that the Ordinance will be reviewed and a recommendation made as to whether the Ordinance should be changed.

MINUTES: A motion was made by Ms. Smith, second by Mr. Collins, approving the Meeting Minutes of October 14, 2008. Upon roll call, all Supervisors voted affirmatively.

OPERATIONS:

Business Office:

Bills for Approval: A motion was made by Mr. Collins, second by Mr. Kreider, approving payment of bills, from the following Township accounts, as presented by the Township Treasurer:

General Fund - \$204,406.15
Street Lighting Tax Fund - \$28,101.01
Fire Hydrant Tax Fund - \$7,749.20
Refuse Tax Fund - \$118,197.67
Sewer District #2 Fund - \$5,607.04
Sewer District #3 Fund - \$43,688.54
Fire Protection Fund - \$11,172.66

Upon roll call, all Supervisors voted affirmatively.

Financial Reports: The Supervisors received copies of the current financial report for review.

Parks and Recreation Department:

Shiloh Hills Park Contract Execution: As recommended by the Parks and Recreation Manager, a motion was made by Mr. Kreider, second by Mr. Vaughan, authorizing the appropriate official to execute contracts for Shiloh Hills Park, Phase I, construction and electrical work. Upon roll call, all Supervisors voted affirmatively.

Additional Shiloh Hills Park Service Contracts:

Rebid of Electrical Contract - As recommended by the Parks and Recreation Manager, a motion was made by Mr. Vaughan, second by Mr. Collins, authorizing the appropriate official to execute the contract for additional engineering services from Spotts, Stevens and McCoy, in the amount of \$3,850.00, for rebid of the electrical contract. Upon roll call, all Supervisors voted affirmatively.

Revisions to Dog Park Facility - As recommended by the Parks and Recreation Manager, a motion was made by Mr. Vaughan, second by Ms. Smith, authorizing the appropriate official to execute the contract for additional engineering services from Spotts, Stevens and McCoy, in the amount of \$3,150.00, for revisions to the dog park facility. Upon roll call, all Supervisors voted affirmatively.

Facilities/Public Property:

RFP for 2940 and 3000 Penn Avenue – Change of Due Date: As recommended by the Director of Operations, a motion was made by Mr. Collins, second by Mr. Kreider, amending Resolution #2008-18, thereby changing the due date for sealed bids for sale of 2940 and 3000 Penn Avenue from December 4, 2008 to December 18, 2008. Upon roll call, all Supervisors voted affirmatively.

Architectural/Engineering Contract Execution: A motion was made by Mr. Collins, second by Mr. Kreider, approving execution of the George J. Donovan AIA & Associates amended agreements for architectural, mechanical, electrical and plumbing services for the Administration Building, in the amount of \$28,895.00 (architectural services), and \$15,500.00 (MEP services), and \$28,000.00 for the Police Station (architectural services) and \$17,500 (MEP services). Upon roll call, all Supervisors voted affirmatively.

Snow Melting Facilities and Ground Water Infiltration: A motion was made by Mr. Dallas, second by Mr. Vaughan, requesting proposals from architectural consultants for the purpose of addressing the installation of a snow melt system on the roof of the current Municipal Building and the future Municipal Building (Credit Union Building). Upon roll call, all Supervisors voted affirmatively. Chairman Dallas confirmed that the main entrances to both buildings have been closed in the past due to snow melt.

As described by Mr. Mazurie, a serious ground water infiltration issue has existed in the current Municipal Building for 20 years. A motion was made by Mr. Kreider, second by Mr. Collins, directing that the groundwater infiltration problem be addressed by architectural consultants, as well. Upon roll call, all Supervisors voted affirmatively.

A motion was made by Mr. Vaughan, second by Mr. Kreider, to request proposals for cost estimates from architectural

consultants, for the projects noted previously. Upon roll call, all Supervisors voted affirmatively. (Budgeted Item)

PUBLIC WORKS:

Engineering/Planning Department:

David Greth Subdivision – Conditional Use Hearing: A motion was made by Mr. Kreider, second by Ms. Smith, setting the date for the Conditional Use Hearing, for the David Greth Subdivision, as November 24, 2008 at 8:00 p.m. Upon roll call, all Supervisors voted affirmatively.

Utilities Employees Credit Union – PRD Sign Waiver: The applicant has requested a sign waiver for two signs to be located at 11 Meridian Boulevard. These identical signs would individually and separately exceed the square foot area limitation within **Section 614** of the PRD Ordinance. Following discussion, action was tabled for two (2) weeks pending receipt of additional information.

Cedar Hollow Homes – Escrow Release No. 3: As recommended by Great Valley Consultants, a motion was made by Ms. Smith, second by Mr. Kreider, approving Escrow Release No. 3 for Cedar Hollow Homes, in the amount of \$3,045.13, which is the remaining security balance held for erosion controls, construction observation and contingencies. Upon roll call, all Supervisors voted affirmatively.

Job Description – Engineering and Planning Services (EPS) Administrative Assistant: A motion was made by Mr. Kreider, second by Mr. Collins, to approve the job description of the EPS Administrative Assistant, with the added responsibility of Planning Secretary. Upon roll call, all Supervisors voted affirmatively.

Job Description – Township Secretary: A motion was made by Ms. Smith, second by Mr. Kreider, approving the revised job description of the Township Secretary, excluding the duties of Planning Secretary and, also, noting that the Township Secretary will report to the Director of Operations, the Director of Public Works and the Board of Supervisors. Upon roll call, all Supervisors voted affirmatively.

Road Services Department/WWTP/Infrastructure Committee:

Flo-Dar Sewer Meters and Flo-Logger Cell Phone Options – Purchase Order #129: As recommended by the Infrastructure Committee, a motion was made by Mr. Collins, second by Ms. Smith, approving Purchase Order #129 for five (5) Flo-Dar Sewer Meters and five (5) Flo-Logger cell phone remote communications devices and associated hardware, software and training, in the amount of \$72,452.85. Upon roll call, all Supervisors voted affirmatively.

Act 308 Letter (EPA) Response: As recommended by the Infrastructure Committee, a motion was made by Mr. Collins, second by Mr. Kreider, authorizing Gannett Fleming to respond to a letter received October 6, 2008, from the Environmental Protection Agency, requesting certain information relating to the operation of the wastewater collection and conveyance system within Spring Township, particularly the collection system that transports sewage to the JMA, at a cost not to exceed \$13,500.00. Upon roll call, all Supervisors voted affirmatively. There are sufficient funds in the Sewer District #2 budget for this item.

PUBLIC SAFETY:

Police Department:

Animal Rescue League Agreement: A motion was made by Ms. Smith, second by Mr. Kreider, approving the Animal Rescue League annual agreement for 2009. Upon roll call, all Supervisors voted affirmatively.

Senior Expo (Body Zone) – Public Gathering Permit: A motion was made by Mr. Vaughan, second by Mr. Collins, approving a Public Gathering Permit for the Senior Expo at Body Zone on October 28, 2008. Upon roll call, all Supervisors voted affirmatively.

Federal Spike Systems – Purchase Order #01933: A motion was made by Mr. Kreider, second by Ms. Smith, approving Purchase Order #01933 for seven (7) Federal Spike Systems, in the total amount of \$2,826.08. Upon roll call,

all Supervisors voted affirmatively.

BCERT Team – Command Post: A motion was made by Mr. Kreider, second by Ms. Smith, to approve the Township titling and insuring the command post vehicles for the BCERT team, for a period of one (1) year, at which time they will be in a position to cover the cost of auto insurance and transfer the titles. Upon roll call, all Supervisors voted affirmatively.

SOLICITOR:

Fire Prevention Ordinance – Authorization to Advertise Amendment: A motion was made by Mr. Collins, second by Ms. Smith, authorizing the Solicitor to advertise an amendment to the Fire Prevention Ordinance. Upon roll call, all Supervisors voted affirmatively.

OLD BUSINESS: No old business to report.

NEW BUSINESS:

Trash Ordinance – Authorization to Prepare and Advertise Amendment: A motion was made by Mr. Vaughan, second by Ms. Smith, authorizing the Solicitor to prepare and advertise an amendment to the Trash Ordinance, which is necessary in order to secure a 902 grant. Upon roll call, all Supervisors voted affirmatively.

WORKSHOPS/TRAINING REQUESTS:

A motion was made by Ms. Smith, second by Mr. Collins, to approve the following workshop/training requests:

- A. T. Daniels, J. Groller – 2008 Health Care Benefits Seminar
- B. T. Daniels - COSTARS Training Session
- C. T. Hettinger, J. Houck – PRPS Fall Membership Meeting
- D. Officers Hlavac and Goss – EVOC
- E. Officers Brock and Goss – Advanced Interview
- F. Sgt. Makosch – Special Impact Munitions, BCERT Negotiation Training
- G. Lt. Troutman – Right to Know Law

Upon roll call, all Supervisors voted affirmatively.

EXECUTIVE SESSION: Chairman Dallas announced that an Executive Session was held at 6:00 p.m. on matters of personnel. No action was taken during the Executive Session. Action was taken during the public meeting as mentioned above.

Upon roll call, all Supervisors voted affirmatively.

There being no further business, Chairman Dallas adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Sheryl Rowan, Township Secretary