VISION MEETING MINUTES
NOVEMBER 1, 2019

OPENING OF MEETING: The Vision Meeting of the Board of Supervisors was called to order by Chairman Ulrich, at 8:00 a.m., on Friday, November 1, 2019, in the Public Meeting Room of the Township of Spring Administration Building, located at 2850 Windmill Road, Spring Township, Berks County, Pennsylvania.

Upon roll call, Supervisors Ulrich, Stuck, Myer and Smith were present. Mr. Oswald did not attend. Also present were: Alex Eliker, Esq., Jay Vaughan, Jim Moll, Judy Houck, John Groller, Aaron Wozniak, Colin Hackman, Paul Darrah, Jennifer Bensinger, Bryan Ross, Sheryl Rowan and Troy Hatt.

TOWNSHIP VISION PROJECT WORKSHEET STATUS REPORT:
ADMINISTRATION BUILDING:
Municipal Software:
Item 1: Tyler software has been purchased. Currently an asset management program is being implemented. (J. Bensinger)

Eliminate Hard Copy Storage:
Item 2: On hold. The state has approved digital storage of permanent records, with many regulations. If the Board was prepared to start the process, would the staff do the scanning, would the Township hire interns, what type of equipment would be needed and at what cost, or would the Township hire a firm to provide scanning services. The Supervisors requested the staff to present a plan for their consideration.

Township-wide implementation of credit card payments continues.

TOWNSHIP PROPERTY and EQUIPMENT:
Relocate Yerger Boulevard Yard Waste Site:
Item 1: The Township has received a $7,500.00 grant for a yard waste feasibility study, which will take approximately two months to complete. The study will look at expanding what is recycled, including food scraps. An RFP will be prepared for proposals to build and enclose the Reedy Road site with security. It was agreed the Township was not selling the property.

West Lawn Building:
Item 2: No discussion.

Library Options:
Item 1: Stays the same.
Parks and Recreation
Shoener Lake Trail Construction:
Item 1: Working on sketch plan for the site. The master site plan for the trail has to be updated. A bank loan for $4 million or less was discussed for a pavilion, parking, trail and restrooms. Also, discussed was a park on the West Wyomissing Elementary School property, possibly including pavilion, playground and open space, or equipment for children/adults. Ms. Houck intends to update the Comprehensive Plan to look at all park land in the Township (budgeted).

To develop Shoener Lake correctly, a master site plan is the first step, must meet state regulations, will take approximately one year, and cost $70,000.00 to $75,000.00. The master site plan will include estimated costs. Funds received from Sunoco for Shiloh Hills Park, could be used for the master site plan if not used for Shiloh.

A motion was made by Ms. Smith, second by Mr. Myer, to proceed with an RFP for a master site plan for Shoener Lake and West Wyomissing parks, when appropriate. Upon roll call, all Supervisors present voted affirmatively. Ms. Houck will revise the items under Parks and Recreation on the worksheet. Add Comprehensive Plan.

TOWNSHIP OPERATIONS:
Remove Road Inventory: (Note: Mr. Myer did not recommend borrowing money for roadwork. According to the consultants, it should be in the budget.)

Penn Avenue Revitalization:
Item 2: Previously, it was decided to draft an RFP for a consultant for general economic development in the Township. The Economic Advisory Committee decided to hold off until a new manager is appointed, who may have expertise in this area. On hold.

PennDOT will redo Penn Avenue from Rita's in Sinking Spring through West Reading, beginning in 2020. PPL should be done with their project in December, 2019. They are installing sidewalks on Howard Street. Mr. Myer informed Mr. Vaughan that J. Simcox is going to talk to PPL about additional sidewalks.

Park Facility Improvement Program: (Remove from worksheet.)
Item 3: Money is allocated each year, in the budget, for anything that needs to be upgraded or replaced. Currently, park facilities are up to code. P&R has permission for a master site plan for Kline's Creek Park. Red Caboose and Shiloh Hills Park will receive ADA improvements next year.

Maintain Parks at a Gold Level Standard: (keep)
Item 4: Ms. Houck continues to strive for the gold level standard.

Maintain and Enhance Employee Relations and Communications. (keep)
Item 5: Ongoing. Manager is working on evaluations. (No range was discussed)

Continue to Provide Residents with Quality Police and Fire Services:
Police:
Item 4: Chief Ross thanked the Board for supporting the $6.8 million police budget. The budget includes one additional officer, and promotion of one officer. More complicated investigations have been handed down to local police departments. Canine and traffic units were dissolved. He acknowledged a sick leave problem (2,746 sick leave hours this year to date), working on a light duty policy with D. Reardon. They are trying to offset the shortage of manpower with an increase in technology. Looking at camera systems for large commercial and residential areas, parks, Penn

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Avenue, Broadcasting Square, that can be accessed by cell phones. Chief Ross will discuss technology with the Police Committee.

He is, also, interested in a voluntary camera registry, where residents could fill out a form on the website informing the department of camera locations, to save time.

**Township of Spring Fire Rescue Service:** Chief Hackman reported the call volume has increased, and he anticipates serious staffing problems. There are a high number of volunteers on the list, but only 5 are certified and reliable, fire police are very active. For example, if there is a fire in one building of a three-story garden apartment complex, 26 personnel are needed on scene; response is slow from other departments. Only providing mutual aid to those fire departments that provide aid to the Township. Chief Hackman reviewed options to generate more revenue. Currently, they are not billing for fire inspections, because there is a fire tax. He intends to meet more often with the Fire Committee. Mr. Stuck advised him to set a date and prepare an agenda. Awaiting receipt of the management study from P. Janssen.

**Maintain Quality Roads:**
**Item 7:** Utility cut patches remain an issue. Riegel Avenue repair was costly; it was not feasible to go into Spring Street.

**Explore Merging Services with Neighboring Municipalities:**
**Item 8:** Hired one part-time fire inspector. Another part-time fire inspector will be hired in the near future. Costs are not going to decrease, should explore other options for police and fire.

**Look into Sewing Some of the Southern Sections of the Township:**
**Item 9:** Entech Engineering is looking into sewing the southern area of the Township.

**Stormwater Mandates:**
**Condense Items 1-4:** (On going and Out of the Ordinary)
On going – budgeted $15,000.00 for interns working on MS4. Mr. Moll recommended hiring one intern. Grant for pollution reduction facilities – on hold. State has not renewed the NPDES permit, could have problems with the grant. Mr. Darrah recently submitted updated information to DEP.

**Mr. Vaughan advised the Board of the following:**
1. Omega has requested a long term, 5 year contract, with the Township to manage IT. One year remains on the contract. Mr. Vaughan was directed to advise Mr. Kiritis the Township will wait for the new manager.
2. Two vision meetings will be added to the 2020 meeting dates, spring and fall.

Mr. Vaughan will update the summary of vision meeting items.

**Authorization to Proceed with Credit Cards:** A motion was made by Ms. Smith, second by Mr. Stuck, authorizing Mr. Groller to move forward with the Tyler product used to implement credit card payments Township-wide. Upon roll call, all Supervisors present voted affirmatively.

**Budget Discussion:** A meeting of the Finance Committee was held. The budget will be offered for public inspection on the first meeting in November (11/12/19), and adopted the first meeting in December or December 23, 2019. A tax increase was considered. A .5 tax increase will be presented on November 12, 2019 (.1 for fire and .4 for general fund).

**Recruitment of New Employees:** This budget includes a utility billing person (sewer fund), road

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department foreman (general fund), and WWTP worker (sewer fund). Receptionist interviews continue today. Mr. Stuck asked to see a job description for the utility billing person, prior to recruiting for that position.

There being no further business, Chairman Ulrich adjourned the vision meeting at 10:00 a.m.

Respectfully submitted,

[Signature]

Sheryl Rowan, Township Secretary

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