

TOWNSHIP OF SPRING

Board of Supervisors



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MEETING MINUTES December 23, 2019

OPENING OF MEETING: The regular bi-weekly meeting of the Board of Supervisors was called to order by Chairman Ulrich, at 7:00 p.m., on Monday, December 23, 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, Smith and Myer were present. Mr. Oswald did not attend. Also present were: Daniel Becker, Esq., Jay Vaughan, John Groller, Judy Houck, Aaron Wozniak, Bryan Ross, Paul Darrah, Colin Hackman, Sheryl Rowan, Mike Kocher and Greg Purcell, from WFMZ.com.

OPEN TO THE FLOOR: There were no questions or comments from the floor.

MINUTES: A motion was made by Ms. Smith, second by Mr. Stuck, approving the meeting Minutes of December 9, 2019. Upon roll call, all Supervisors present voted affirmatively.

TOWNSHIP MANAGER:

Business Office:

Bills for Approval: A motion was made by Mr. Stuck, second by Ms. Smith, approving payment of bills, as listed by the Township Treasurer:

General Fund - \$208,315.57
Street Lighting Tax Fund - \$26,513.48
Fire Hydrant Tax Fund - \$28.19
Refuse Tax Fund - \$23,753.41
Sewer District #3 Fund - \$143,020.11
Fire Protection Fund - \$42,528.63
Capital Fund - \$269,266.80

Upon roll call, all Supervisors present voted affirmatively.

Workers Compensation Insurance Renewal: A motion was made by Mr. Myer, second by Ms. Smith, approving the renewal of the Township workers compensation insurance, with Security National Insurance Company, at a renewal premium of \$216,803.00 (within budgeted amount). Upon roll call, all Supervisors present voted affirmatively. The Township of Spring is the 2nd highest rated insurer in the state, at the municipal government level.

HUMAN RESOURCES:

Conditional Offer of Employment - WWTP: A motion was made by Mr. Stuck, second by Ms. Smith, approving a conditional offer of employment for a maintenance position at the Wastewater Treatment Plant, contingent upon the individual successfully completing all background checks. Upon roll call, all Supervisors present voted affirmatively.

PARKS AND RECREATION DEPARTMENT:

Approval to Bid Annual Contracts: A motion was made by Mr. Stuck, second by Mr. Myer, authorizing Ms. Houck to advertise, accept and open bids and or request for proposals for the following annual maintenance contracts for 2020:

- Mowing and Trimming of Municipal Properties
- Fertilization and Weed Control of Municipal Properties
- Winter Maintenance of Municipal Properties
- Cleaning Services – Administration Building & Police Station

Upon roll call, all Supervisors present voted affirmatively.

2020 Cleaning Services Contract: As recommended by Ms. Houck, a motion was made by Mr. Myer, second by Mr. Stuck, awarding the 2020 Cleaning Services Contract to Witman's Cleaning Services of Blandon, PA. The total contract price is \$16,900.00 (Administration Building - \$7,020.00/Police Station - \$9,880.00). Upon roll call, all Supervisors present voted affirmatively. The award of the contract is contingent on receipt of the required background clearances.

2020 PRPS/PAEE Convention: A motion was made by Mr. Stuck, second by Ms. Smith, approving the request for L. DeLozier, D. McKissick and J. Houck to attend the 2020 PRPS/PAEE Conference, scheduled for March 17 through March 20, 2020 at the Seven Springs Mountain Resort in Somerset, PA. Upon roll call, all Supervisors present voted affirmatively. The Pennsylvania Recreation and Park Society (PRPS) and Pennsylvania Association of Environmental Educators (PAEE) are combining their conferences in 2020. (Budgeted Item)

Public Works Department:

2019 Road Improvement Project – Payment Application #4 and Change Order: A motion was made by Mr. Stuck, second by Mr. Myer, approving CMS Payment Application #4, in the amount of \$269,266.80, as well as a Change Order moving work on Fairview Street to 2020, with completion prior to April 30, 2020. Upon roll call, all Supervisors present voted affirmatively.

ENGINEERING:

Extension of Time – Penn State Berks Campus – Beaver Community Center: A motion was made by Mr. Stuck, second by Ms. Smith, granting an extension of time for the Penn State Berks Campus – Beaver Community Center plans to January 31, 2020. Upon roll call, all Supervisors present voted affirmatively.

PUBLIC SAFETY:

Police Department:

Offer of Employment: A motion was made by Mr. Stuck second by Ms. Smith, to extend an offer of employment to Andrew Keene, currently a Philadelphia police officer, for an entry level police position, at the starting rate of \$39.13/hour. Upon roll call, all Supervisors present voted affirmatively.

Monthly Report: Chief Ross submitted the November, 2019 monthly report. There were 55 offenses and 741 total assignments.

SOLICITOR:

West Reading Agreement – Amendments: Solicitor Becker explained a new state law will go into effect on January 6, 2020 stating that municipal agreements will no longer require an Ordinance for adoption, and providing for adoption of municipal agreements by Resolution. He will prepare the Resolution for action on January 6, 2020.

Omega Contract: A motion was made by Ms. Smith, second by Mr. Myer, approving the extension of the Omega contract, subject to final review by the Solicitor. Upon roll call, all Supervisors present voted affirmatively.

OLD BUSINESS:

HRG Contract for 2020 Roadwork: After discussing the road maintenance processes recommended by HRG, and a 5-year plan, it was agreed to schedule a meeting in the beginning of January, 2020, with HRG, M. Kocher, P. Darrah, J. Vaughan and the road committee. Mr. Myer was concerned about the timing. Utility companies will need time to do their work. The Chairman stated this matter is a priority and will be discussed further.

(P. Smith left the meeting at 7:30 p.m.)

NEW BUSINESS:

Salary Increases: A motion was made by Mr. Myer, second by Mr. Stuck, approving salary increases for the management team. Upon roll call, all Supervisors present voted affirmatively.

ANNOUNCEMENTS:

1. Chairman Ulrich publicly thanked J. Oswald for his 7 years of service as a Township Supervisor and welcomed M. Kocher to the Board of Supervisors.
2. An Executive Session was held prior to the meeting on personnel matters.

There being no further business, Chairman Ulrich adjourned the meeting at 7:35 p.m.

Respectfully submitted,


Sheryl Rowan, Township Secretary