



TOWNSHIP OF SPRING

BERKS COUNTY, PA
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BOARD OF SUPERVISORS MEETING MINUTES NOVEMBER 8th, 2021

OPENING OF MEETING: A regular business meeting of the Board of Supervisors was called to order by Chairperson Stuck at 7:05 p.m. on Monday, November 8th, 2021 in the Public Meeting Room of the Township of Spring Administration Building, located at 2850 Windmill Road, Spring Township, Berks County, Pennsylvania.

ROLL CALL: Upon roll call, Supervisors Stuck, Kocher, Myer, Ulrich and Smith were present. Also present were: John Groller, Judy Houck, Mary Burkholder, Jen Bensinger, Aaron Wozniak, Paul Darrah, Deputy Chief Powell, Dan Becker-Esquire, Stephen Brock, Joshua Knoblauch, Kathy Knoblauch, Doug Knoblauch, Jarrod Schappell, Dave Brock, Jeannie Brock, Liam Brock, Steve Brock, Robert Long, Todd Peterson, Jeanne B Brock, Jim Matthews, Kevin Cramsey, Amanda Knoblauch and Michael Wertz. Jesse Royer and Chief Hackman attended the meeting via teleconference.

OPEN TO THE FLOOR:

Kevin Cramsey, 1609 Dogwood Drive, reported he contacted the Police Department Sunday morning and left a message with the Zoning Officer today. He has not heard back from the Township and decided to attend the meeting this evening. Mr. Cramsey expressed his concern about multiple non-related college students living in the Whitfield Development. The property's owner lives in Connecticut. The house has become a party house with cars parked everywhere; inappropriate behavior spills into the streets, particularly on weekends. Mr. Cramsey stated he spoke to other residents in the vicinity and said he is confident he represents at least four (4) other residents who live in the 1600 Block of Dogwood Drive. Mr. Wozniak asked if the students were Penn State students. Mr. Cramsey believes so from the decals he has seen. Mr. Wozniak explained that the Township Ordinance allows three (3) unrelated persons to live in a single-family dwelling. No more than three (3) unrelated persons by blood, marriage, fostering, or adoption may reside in a single-family residence. Mr. Wozniak stated the Township had addressed this type of issue previously. Penn State has a Housing Coordinator, Joseph Webb, whom he has worked with in the past. Mr. Wozniak will contact Mr. Webb for additional information to investigate the property in question.

Jesse Royer, 963 Fritztown Road, thanked the Township, particularly the Police Department and Deputy Chief Powell, for addressing the traffic on Fritztown Road after the accident in front of his residence. There are temporary digital speed speedometers on the road that are aiding in lowering the speed of motorists on Fritztown Road.

POLICE OFFICER PROMOTIONS:

Police Officer Promotions- Deputy Chief Powell introduced Lieutenant Stephen Brock and Sergeant Joshua Knoblauch. Both officers received promotions effective November 7th, 2021. Lieutenant Brock has fourteen (14) years of experience. Before his promotion, Lieutenant Brock was a Sergeant in the Criminal Investigative Unit (CI). With his promotion, Lieutenant Brock will command all operations, including: patrol, traffic and investigations. Sergeant Joshua Knoblauch has twelve (12) years of experience. Sergeant Knoblauch was a patrol officer, field training officer, and firearms instructor. He qualified Deputy Chief Powell with firearms when he came to the Department. Sergeant Knoblauch will be in Patrol Platoon D as a Platoon Supervisor. Deputy Chief Powell stated both officers finished first in their respected exams, written and oral. Both officers exceeded 90% on their exams which is outstanding. Deputy Chief Powell said he is pleased to see all the family and friends that came out tonight to witness this evening's event. Deputy Chief Powell stated, " On behalf of Chief Bryan Ross, it is his honor to present the Board of Supervisors and the Township of Spring community Lieutenant Brock and Sergeant Knoblauch to congratulate and wish them both continued success with the Spring Township Police Department".

ACTION ITEMS FOR APPROVAL: All items requiring action by the Board are listed below. Comments and discussion points are listed below the corresponding item.

1. Meeting Minutes – Regular Business Meeting – October 25th, 2021

2. Bills for Approval –

1. **General Fund - \$336,952.27**
2. **Refuse Tax Fund - \$74,374.66**
3. **Park Capital Outlay Fund- \$4,818.00**
4. **Sewer District #3 Fund - \$883,393.28**
5. **Fire Protection Fund – \$127,592.25**
6. **Capital Fund - \$38,799.59**

3. 2022 Cleaning Services Contract

Ms. Houck recommends awarding the contract that went out to bid to Witman's Cleaning Service LLC of Fleetwood, PA, in the amount of \$17,976.00. The contract is for cleaning services at the Police Station and the Administrative Building. Mr. Stuck asked if Witman's Cleaning Service LLC had worked for the Township previously. Ms. Houck reported Witman's Cleaning Service LLC had contracts with the Township for the last three to four years. Mr. Kocher asked what the price difference is from last year. Ms. Houck reported the cost went up slightly, but not significantly.

4. Formal Offer of Employment- Recreation Program Coordinator

The Board of Supervisors received the report from Ms. Houck and Ms. Reardon requesting approval to extend a formal offer of employment for the Recreation Program Coordinator position to Tess Croy. Ms. Croy has successfully passed all pre-employment screenings.

5. Time Extension-Hofmann Tract Land Development Plans- Ms. Houck reported the Planning Commission met and voted by a vote of 4-0 to recommend an extension of time submitted by the Hofmann Tract developer be approved by the Board of Supervisors. The current expiration date is today, November 8th, 2021. The extension request is for thirty-five (35) days, until December 13th, 2021.

ACTION ITEMS FOR APPROVAL (Continued)

5. Time Extension-Hofmann Tract Land Development Plans (Continued)
This extension request is the 6th extension of time requested on the final plans.
6. FEMA Grant Purchase-Thermal Imaging Cameras
Chief Hackman requested approval of Purchase Order FR-2021-0063 to Reading Fire Equipment, Inc; for Fire Rescue to purchase two (2) Thermal Imaging Cameras in the amount of \$11,900.00. The Assistance to the Firefighters Grant (FEMA) will fund \$10,710.00 (90%), with the remaining \$1,190.00 (10%) to be funded out of the Fire Rescue Budget. Chief Hackman reported the FEMA Grant the Department was awarded was just under \$32,000.00, allowing for additional purchases. The purchase is through the CoStars Program. Mr. Stuck questioned if the cameras would be additional purchases or replacements. Chief Hackman reported the cameras would be additions so that an officer and a firefighter will both have one.
7. Payment Application #8 – WWTP Clarifier #3 Project – Mr. Groller reported Entech Engineering is recommending payment of Application #8 from PSI Solution in the amount of \$128,584.44. Mr. Kocher requested clarification on the \$130,000.00 bill listed in the payment application. Mr. Darrah explained PSI had to purchase equipment and the \$130,000.00 was paid.
8. Payment Application #2 & #3-Spring Ridge Pump Station Project- Mr. Groller reported Entech Engineering is recommending payment of Application #2 & #3 (FINAL) from Greg Avetri, Inc. in the amount of \$6,565.83.
9. Authorization to Advertise
Mr. Groller recommended authorization approval to advertise the intent to appoint Certified Public Accounts for the 2021 Audit instead of using elected auditors. Mr. Myer asked if the Township approves the authorization annually and if the Township is changing auditors. Mr. Groller stated the Township would not change auditors. Mr. Becker explained the Township is required to advertise intent annually and take action at the Re-Organizational Meeting.
10. Appointment of Traffic and Road Engineers
Mr. Groller and Mr. Darrah recommend that the Board of Supervisors appoint Kraft Engineering, LLC as the Township's Traffic and Road Engineer effective November 8th, 2021. The Lead Engineer is Scott Anderson, who previously served as the Township's Street and Traffic Engineer through Great Valley Consultants (GVC). The hourly rates are slightly less than we currently pay GVC. Stormwater and other Township general engineering will remain with GVC.
11. Police Department Substation Agreement
Mr. Becker reported that he, Mr. Groller and Chief Deputy Powell met with the Broadcasting Square Shopping Center owners. They discussed the idea of officers having a place to go while they are in the vicinity, handling issues that may arise. Mr. Becker reported a space is available, located in the rear of the building, with a small office area. The property owners provided a license agreement for the Police Department to utilize the space without cost to the Township. The room is approximately 300 square feet. The Township may need to provide desks or other items required. Chief Deputy Powell added the Department is not looking to put computers, etc., at the site.

ACTION ITEMS FOR APPROVAL (Continued)

11. Police Department Substation Agreement (Continued)

The officers can take their mobile data terminal with them. The office space will provide a place for the officers to use rather than sitting in their vehicles. Mr. Ulrich questioned if Broadcasting Square has many cases that would justify the need for the Police Department to have this space. Deputy Chief Ross stated the area was a request by the Department, rather than coming back to the police station, going back and forth and wasting time driving. Mr. Stuck asked if the Township would be responsible for maintenance. Mr. Becker stated the Township would only be liable in the event of damage to the site. The property owners are very grateful for the Township's support, particularly the Police Department.

Motion to approve Action Items #1 through #11 was made by Mr. Myer, seconded by Ms. Smith. Upon roll call, all Supervisors voted affirmatively with Ms. Smith abstaining from voting on payment numbers: 7753, 7754, 7755 and 7768. Mr. Stuck abstained from voting on Action Item#1 and payment number 105057. Motion Carried.

TOWNSHIP DIRECTORS

A. Zoning/Building Codes Department

a. Monthly Report-Mr. Wozniak presented the monthly report for October 2021. During October, 103 permits were issued, 48 pre-settlement inspections were completed and 3 enforcement notices were issued. The value of construction in the Township was \$1,001,123.83. Notable construction projects are listed in the report including:

- The addition of the Squawk Café to the River Credit Union
- EV Charging Stations at Giant Supermarket
- Repairing fire damage at Springfield Psychology
- Renovation of a dilapidated dwelling

Mr. Wozniak pointed out some of the substantial denials the Township issued this month and the number of complaints the Township received.

b. Property Maintenance Issue Update- Mr. Wozniak thanked the Police Department for their assistance. Sergeant Knoblauch was instrumental in assisting staff in gaining entry to the property on Reading Boulevard. Mr. Wozniak reported that the Township received a hopeful outcome from the meeting. The property owners requested thirty (30) days to comply. Staff contacted the Judge to discuss the Township's needs if enforcement is necessary.

c. Improvement of Procedures-Mr. Wozniak reported staff is receiving weekly updates on enforcement issues. The weekly updates are in addition to an expansion of internal meetings whose focus is to improve communication for construction and enforcement, working with Mr. Groller to communicate what staff needs to gain the resources and support to improve procedures in the enforcement process.

Mr. Stuck asked if there would be a cost to use the EV charging stations at the Giant Shopping Center. Mr. Wozniak reported he is unsure at this time. Currently, there are charging stations on both sides of the lot.

Mr. Stuck asked about the complaint received regarding the stove on Spohn Road, asking if this was a rental property. Mr. Wozniak confirmed the property was a rental.

TOWNSHIP DIRECTORS (Continued)

A. Zoning/Building Codes Department (Continued)

Mr. Kocher asked Mr. Wozniak what the Township could do to remove the temporary signs on telephone poles, noting deteriorating sign conditions, such as one at the intersection of Fritztown Road and Old Fritztown Road. Mr. Wozniak reported the Public Works Department staff is assisting with removing these types of signs with the high reach pole, noting they go up almost as quickly as they come down. Mr. Wozniak stated staff would begin a collective effort to do additional sweeps.

B. Parks and Recreation Department-No Report

C. Engineering/Planning Department-No Report

D. Finance Department-No Report

E. Human Resources-No Report

F. Public Works-No Report

PUBLIC SAFETY

A. Police Department- No Report

B. Township of Spring Fire Rescue Service- Chief Hackman presented the monthly report for October 2021. Highlights included 291 responses system-wide and two (2) fires in the Township. There was a fire at Penn State University and Victoria Crossing Apartments.

C. West Side EMA-No Report

SOLICITOR – No Report

OLD BUSINESS: No Report

NEW BUSINESS: No Report

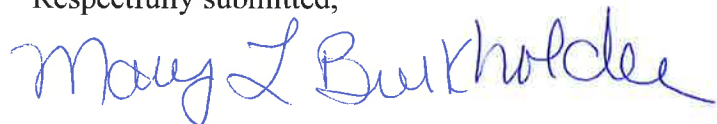
ANNOUNCEMENTS:

1. An Executive Session was held prior to this meeting to discuss matters of personnel and collective bargaining.
2. Next meeting will be held at 7:00 p.m. on Monday, November 22nd, 2021.

ADJOURNMENT:

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

Respectfully submitted,



Mary L Burkholder
Township of Spring Secretary