



# TOWNSHIP OF SPRING

**BERKS COUNTY, PA**  
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## BOARD OF SUPERVISORS MEETING MINUTES OCTOBER 25<sup>th</sup>, 2021

**OPENING OF MEETING:** A regular business meeting of the Board of Supervisors was called to order by Vice-Chairperson Smith at 7:00 p.m. on Monday, October 25<sup>th</sup>, 2021 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 Smith, Myer, Kocher and Ulrich were present. Also present were: Judy Houck, Mary Burkholder, Jen Bensinger, Jim Moll, Deputy Chief Powell, Fire Chief Hackman, Dan Becker-Esquire, Aaron Wozniak, Melissa Krishock-Esquire and Jill Santoro. The following individuals attended the meeting via teleconference: Mike Wertz, Greg-WFMZ and Gia Raffaelli.

**OPEN TO THE FLOOR:** No comments

**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 12<sup>th</sup>, 2021
2. Bills for Approval –
  1. General Fund - \$287,854.45
  2. Street Lighting Tax Fund - \$10,205.89
  3. Fire Hydrant Tax Fund - \$0
  4. Refuse Tax Fund - \$57,647.93
  5. Escrow Fund - \$0
  6. Sewer District #3 Fund - \$490,128.12
  7. Fire Protection Fund – \$54,259.11
  8. Capital Fund - \$492,287.32
  9. State Liquid Fuels Fund-\$750,00.00
3. Formal Offer of Employment- Finance Coordinator  
The Board of Supervisors received the report from Mr. Groller and Ms. Reardon requesting approval to extend a formal offer of employment for the Finance Coordinator Position to Marcy Owens.

**ACTION ITEMS FOR APPROVAL (Continued)**

4. Liberty-Wilson Youth Baseball and Softball Field Lease Amendment

Ms. Houck presented a proposed amendment to Liberty-Wilson's lease of General Frank's Field. A clause in the contract states the lease may be renewed annually or until either party decides to discontinue it. Solicitor Becker prepared an amendment to the lease to allow for automatic renewal each year unless the Township or the organization chooses to discontinue the lease.

5. Rental Agreement-Western Berks Ambulance Association

Mr. Becker reported the Western Berks Ambulance Association has been using the Fire Department's building since the fire at the Western Berks Ambulance Association building. Western Berks Ambulance Association offered to pay \$2,500.00 a month rent effective September 1<sup>st</sup>, 2021, until they have a new building or either party provides notice to the other.

6. Hofmann Tract Planning Module Resolution

Mr. Moll reported the Capacity Certification portion of the Hofmann Tract DEP Planning Module has been completed, signed, and provided to the applicant on September 3<sup>rd</sup>, 2021. Subsequent to that, the applicant advertised the required 30-day public comment period, which expired on October 22<sup>nd</sup>, 2021. The applicant has requested authorization to execute the resolution required to submit the Module to the PA DEP for review.

Mr. Myer questioned if the resolution was just for the sewer portion of the project.

Mr. Moll confirmed it is for the sewer portion.

7. Stormwater Agreement-461 Miller Road

Mr. Moll reported that the property owner at 461 Miller Road (Lot 7R of the Sugar Hill Subdivision) proposes to construct a swimming pool with adjoining concrete deck and patio areas. Due to the increase in impervious coverage on the property, the Stormwater Management Ordinance requires the installation of stormwater management facilities along with the execution of an operations and maintenance agreement. The stormwater management plan has been reviewed by Great Valley Consultants and found to be an adequate design. It is requested that the Board of Supervisors authorize the appropriate official to execute the agreement on behalf of the Township.

8. Lower Heidelberg Metering Permit Agreement

Mr. Moll reported the Township currently has an agreement with Lower Heidelberg to treat the sewage from the Glen Ridge Estates development. Lower Heidelberg Township has requested that the Township allow the installation of a metering manhole, so that sewer payments would be based upon actual flows from Lower Heidelberg before reaching the Reedy Road Pump Station. The metering manhole is proposed to be located along the existing Spring Township line immediately upstream of the pump station. The Infrastructure Committee has recommended that staff meet with Lower Heidelberg Township to review options for the installation of the proposed metering pit. It is requested that the Board of Supervisors authorize the Township Solicitor to review existing agreements to determine what revisions would be necessary.

**ACTION ITEMS FOR APPROVAL (Continued)**

9. Payment Application #1 2021 Streets Construction Project  
Mr. Darrah and Great Valley Consultants recommend approval of Payment Application #1 in the amount of \$817,813.99. This payment application is for work completed by the H&K Group, Inc.
10. Payment Application #1 2021 Street Improvements Project Contract 2-Maintenance  
Mr. Darrah and Great Valley Consultants recommend approval of Payment Application #1 for the 2021 Street Improvements-Maintenance Project from Asphalt Maintenance Solutions, LLC. in the amount of \$420,073.33.
11. Handicap Parking Permit-2500 Block of Reading Boulevard  
Deputy Chief Powell requested approval for a handicapped parking space for the 2500 block of Reading Boulevard. Sergeant McCreary inspected the site and all applicable fees have been paid.
12. Traffic Update-963 Fritztown Road-Tabled
13. Police Officer Promotions  
Deputy Chief Powell requested approval to promote two (2) Spring Township Police Officers effective November 7<sup>th</sup>, 2021. The officers recommended for promotion are: 1) Sergeant Stephen Brock promotion to Lieutenant. 2) Full-Time Officer Joshua Knoblauch promotion to Sergeant. Both of the officers recommended for promotion finished first on their respective promotional lists after the competitive testing process.

*Motion was made by Mr. Myer, seconded by Mr. Kocher to approve Action Items #1 through #11 and Action Item #13. Upon roll call, all Supervisors present voted affirmatively with Mr. Myer and Ms. Smith abstaining from voting on Action Item #1. Ms. Smith abstained from voting on Payment #0007611. MOTION CARRIED.*

**TOWNSHIP DIRECTORS**

- A. Zoning/Building Codes Department -Property Maintenance Update-Reading Boulevard  
Mr. Wozniak provided an update on the property maintenance issue on Reading Boulevard. Notices of Violations and citations were issued last year to address a property maintenance complaint. Mr. Wozniak explained the Township is now in the warrant stage of the process. Mr. Wozniak will be meeting with the District Justice to discuss possible solutions. The Township is contacting the Office of Aging for assistance, as the property owner is elderly and there may be issues with her primary caregiver. Staff is researching to determine if issuing an administrative warrant would be the best option. If approved by the court, an administrative warrant would grant the Township approval to search the property for safety issues and hazards. The Township will continue its investigation for available remedies to this property's issues. Additional information is necessary and further decisions for effective actions will be implemented with the guidance of the Solicitor, Police and Fire Department.
- B. Parks and Recreation Department- Ms. Houck-Written monthly report submitted.

## TOWNSHIP DIRECTORS (Continued)

- C. Engineering/Planning Department-Mr. Moll presented a variance request received by the Zoning Hearing Board submitted by the property owners of 3001 Shillington Road. The applicants currently operate a home occupation, Anita's Biscottis, in a 10' by 20' area of the basement in their residence. The applicants desire to expand upon the existing business and offer a walk-up location in their garage. In addition to the variance request regarding the home occupation, the application includes several variance requests, including but not limited to parking, signage and square footage. The Planning Commission considered the requested variances at the public meeting on September 30<sup>th</sup> 2021; however, this meeting occurred prior to the application revisions and the inclusion of additional variance requests. At this time, the Planning Commission chose to make no recommendation on this matter but, instructed the Engineering Department to inform the Zoning Hearing Board of the issues that were discussed at the meeting. Mr. Moll reported the Planning Commission would be reviewing the revised application on Thursday, October 28<sup>th</sup>, 2021. The Zoning Hearing Board will hold a hearing for this matter on November 3<sup>rd</sup>, 2021.

Ms. Krishock, the Attorney representing the applicants, stated Anita's Biscottis currently operates out of the basement in their home. The variance request is for the business to run out of the detached garage vs. entering the house, which requires going down steps into the basement. The applicants have concerns regarding the possibility of customers falling and the locations of the ovens in the basement.

- D. Finance Department- Mr. Groller submitted a Comparative Income Statement for September 2021 vs. September 2020.
- E. Human Resource- No Report
- F. Public Works- Mr. Darrah reported that he contacted Tom Pych, a resident of the Township, who brought up issues regarding the roadwork on Merion Drive, keeping him informed of road improvement progress. Mr. Darrah met with American Asphalt Solutions on Thursday morning. Mr. Darrah reported the dots on the road disappeared, explaining the appearance of dots was a normal condition of the drying process. A street sweeper went over the rough road. Mr. Darrah explained the Township has a twenty (20) month warranty on the road work. Mr. Darrah reported a black spot on the road was due to that particular area's work being done at a different time, as the homeowner was away on vacation and parked their vehicle along the street. When the material is mixed, it doesn't blend the same way, resulting in that area looking different. Mr. Darrah stated he was pleased with the results and he will continue to monitor the progress.

## PUBLIC SAFETY

- A. Police Department- Deputy Chief Powell presented the September 2021 monthly report. Mr. Ulrich commented about the increase in crime, notably fraud. Deputy Chief Powell agreed there are more traffic and identity theft issues. In addition, fraud cases have increased.
- B. Township of Spring Fire Rescue Service -No Report

**PUBLIC SAFETY (Continued)**

- C. West Side EMA-No Report

**SOLICITOR**

- A. Service Electric Cable Agreement-Mr. Becker addressed the proposal to perform Cable Franchise Services submitted by the Cohen Law Group. In addition to coaxial cable, Service Electric will be installing fiber optics. Mr. Myer asked where the fiber optic cables will be installed. Mr. Becker explained the cable location would be dependent on the area. Some will be run up poles and some will be placed underground where Township Ordinance mandates. Mr. Moll mentioned no new poles will be installed. Mr. Myer questioned if roads will be torn up. Mr. Becker explained Service Electric will be required to comply with the Township's Road Cut Ordinance.

*Motion was made by Mr. Ulrich, seconded by Mr. Kocher to authorize approval of the proposal prepared by the Cohen Law Group, to provide legal services for cable franchise negotiations with Service Electric Cablevision. Upon roll call, all Supervisors voted affirmatively. MOTION CARRIED.*

**OLD BUSINESS:** No Report

**NEW BUSINESS:** No Report

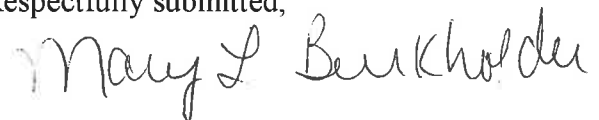
**ANNOUNCEMENTS:**

1. An Executive Session was held prior to this meeting to discuss matters of personnel and possible litigation.
2. Next meeting will be held at 7:00 p.m. on Monday, November 8<sup>th</sup>, 2021.

**ADJOURNMENT:**

There being no further business, Vice-Chairperson Smith adjourned the meeting at 7:27 p.m.

Respectfully submitted,



Mary L Burkholder  
Township of Spring Secretary