



TOWNSHIP OF SPRING

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BOARD OF SUPERVISORS MEETING MINUTES NOVEMBER 19th, 2021

VISION MEETING

OPENING OF MEETING: The Vision Meeting of the Board of Supervisors was called to order by Chairperson Stuck at 8:01 a.m. on Friday, November 19th, 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, Myer, Kocher, Ulrich and Smith were present. Also present were: John Groller, Jim Moll, Mike Wertz, Jesse White, Judy Houck, Jen Bensinger, Aaron Wozniak, Alan Kreider, Dan Becker-Esquire, Paul Darrah, Troy Hatt, Danielle Reardon, Chief Ross, Deputy Chief Powell and Chief Hackman.

Minutes from the April 30th, 2021 Vision Meeting were approved on May 10th, 2021 at the Board of Supervisors Meeting.

TOWNSHIP VISION PROJECT WORKSHEET STATUS REPORT

Mr. Groller reviewed the purpose of the meeting and the documents presented to all those in attendance. Documents included the Township's Mission and Vision Statements adopted May 26th, 2015; the Vision Project Worksheet dated February 2021 and the Vision Project Narratives dated November 2021.

OPEN TO THE FLOOR: No members of the public attended the meeting.

ADMINISTRATION BUILDING

Item 1: Eliminate Hard Copy Storage of Maps and Plans

Mr. Groller reported that an IT Committee was created since the last Vision Meeting to work on this project. The document storage company will be providing a presentation to the IT Committee. Mr. Ulrich questioned who was on the IT Committee. Mr. Groller reported that the Committee consists of himself, Mr. Kocher, Mr. Stuck, Ms. Bensinger, representatives from several departments, and Omega Systems.

TOWNSHIP PROPERTY and EQUIPMENT

Item 1: Relocate Yerger Boulevard Yard Waste Site/Goose Lane Site Improvements

Mr. Groller reported that there is no update on the Yerger Boulevard Site. The Township is currently focusing on the Goose Lane Yard Waste Site, developing a pattern for the ideal layout for that location and approval from DEP. The application has been submitted to the DEP, and they are waiting for the final design from the Township's Engineering Consultant.

TOWNSHIP PROPERTY and EQUIPMENT (Continued)

Item 1: Relocate Yerger Boulevard Yard Waste Site/Goose Lane Site Improvements (Continued)

The Township will subsequently submit the Yerger Boulevard Yard Waste Site application after approval of the Goose Lane Yard Waste Site. The DEP is reviewing the final design layout to determine if their concerns regarding the wetlands and the proximity to the yard waste site have been addressed before they make a final decision. A grant application has been submitted to DEP to modify, secure, enclose and control access to the site (card readers, etc.). Mr. Groller reported the Township should know in early 2022 if the grant is approved. The Preliminary Budget for 2022 includes the receipt of the grant and expenses for modifications. Current estimates for the project are approximately \$350,000.00-\$370,000.00. The grant will provide payment for 90% of the \$350,000.00.

Mr. Ulrich asked how the Township would utilize card readers at the site. Mr. Groller reported residents would apply for the card and pay a nominal fee, covering the Township's cost of issuing the cards. The Township Administrative Building and the Police Station will have access to the system, allowing for instantaneous deactivation if illegal activity is observed. The system's capabilities include tracking who is on the site and how many times they visit the site. Mr. Groller stated it would be impossible to prevent potential illegal dumping once the site is fenced in, as the site will still have access and staging areas. The camera system is designed is to project away from the site, which should aid in compliance. The Township will be able to deactivate cards, pursue enforcement, such as fines, etc., if the Township chooses to do so. Ms. Smith asked if she would hire someone to cut down a tree on her property, would they be permitted to access the site. Mr. Groller suggested there are ways the Township would address that type of request. Mr. Groller, Mr. Darrah, Jane Meeks of the Berks County Solid Waste Authority, and consultants the Township has contracted with are working on the process. Mr. Stuck commented on the possibility of the Township getting into the commercial end. Mr. Groller reported the Township expects a 50% reduction in illegal dumping once the site is controlled. Mr. Groller said when Goose Lane is complete, the Township will move forward with the Yerger site, which he expects will start in 2023. Mr. Groller stated if the Township is awarded the grant for the Goose Lane site, the Yerger site would have to be paid upfront by the Township. The Township will apply for reimbursement, noting that the Township is only permitted to apply for this grant with the DEP every other year.

Item 2: Sale of the West Lawn Building

Mr. Ulrich questioned if there was a deadline for action on the sale of the building. The Board discussed the timeline, which is many years, and decided to remove the item from the agenda and Vision Project worksheet.

LIBRARY OPTIONS

Item 1: One Township Library/Library Commitment and Construction:

Mr. Groller reported there is no significant change on this project. Mr. Groller said that he, Mr. Myer, and Mr. Ulrich have met with the Library Association several times since the last Vision Meeting update. Mr. Groller stated that the library appears dissatisfied with their current lease arrangement at the Spring Ridge location. The Preliminary Budget for 2022 includes \$200,000.00, the same amount the Township donated in 2021 (2021 had an increase of \$25,000.00).

LIBRARY OPTIONS (Continued)

Item 1: One Township Library/Library Commitment and Construction (Continued)

Mr. Stuck asked when the lease was expiring at the Spring Ridge location. Mr. Groller stated the library just renewed their lease short-term. They can end their lease if they submit a (1) year payment and move to another commercial location. The Library Association requested that the Township consider making the annual one (1) year lease payment on their behalf in the chance they could locate significantly better real estate. The Board discussed the possibility of letting the lease run out, operating out of one location, and the library doing some substantial fund-raising on their behalf. Mr. Groller reported the library was working with Al Wicks on potential fund-raising efforts. Ms. Smith questioned if the Township is involved in the library's search of a potential location. Mr. Becker said the Township is not involved with the search. Later during the meeting, Mr. Becker received word that the existing library lease with the Township expires on July 31st, 2023. There is no right of renewal in the current lease and the library is looking for a replacement space. Mr. Groller stated he would set up a meeting before the end of the year. Mr. Myer mentioned the importance of appointing Board of Supervisor Representatives to the Committee as he and Mr. Ulrich are going off the Board.

PARKS AND RECREATION

Item 1: Comprehensive Parks, Recreation, and Open Space Plan

Ms. Houck, Director of Parks and Recreation, has begun writing the RFP and anticipates completing it in January 2022. The funds budgeted in 2021 have been carried over into 2022 and have increased to reflect the current professional service fees that the Township sees in other areas. The new proposed budgeted cost is \$150,000.00.

Item 2: Master Site Plan for Kline's Creek Park

Mr. Groller reported that the project is on hold until the Comprehensive Plan is complete.

Item 3: Master Site Plan for Shoener Lake Property

Mr. Groller reported the project has been on hold pending the relocation and redesign of the Yerger Boulevard Yard Waste Site. The Board of Supervisors' vision for the Yerger Boulevard Waste Site was to take the site from the top of the hill down towards the sewer plant. In conjunction with that, the sewer plant and the Clarifier Project have moved outwards towards that area. Once that project is completed, the Township will know how the footprint will look. Mr. Groller reported that Steve Deasy, the consultant with Sustainable Resources, feels there is plenty of space going towards the stockpile area away from the clarifier up the slope towards the higher parts of the cliff towards the lake. When the sewer project is complete, the Township will work on the plan for the Yerger Boulevard Waste Site, which will allow for a better analysis of any potential development of the Shoener Lake property.

Item 4: Master Site Plan for West Wyomissing Property

Mr. Groller reported the Township recently discovered that DCNR is requesting a change in the appraisal document. The original document states that the initial funding was from the Land, Water, and Conservation Fund (federal funding), but it was funded through DCNR (state funding). Ms. Houck has received verbal approval to begin developing the Agreement of Sale, which also must be approved by DCNR. Discussion points included the possibility of Sunoco paying the fee to Wilson School District for the property and expected timelines.

PARKS AND RECREATION (Continued)

Item 4: Master Site Plan for West Wyomissing Property (Continued)

Mr. Stuck questioned who will be providing direction as to what the Township's interests are for the Master Site Plan. Ms. Houck stated the Township would hire a consultant, work with the Parks and Recreation Board and reach out to neighborhood residents to determine their interests. Typically, a Preliminary Draft Plan would come before the Parks and Recreation Board and the Board of Supervisors for review and approval before adopting a Final Plan. Mr. Stuck commented he believes the location would be a great place to hold small weekly events. Ms. Houck stated all the grant restrictions that applied to the Shiloh Hills property would transfer to this property per the requirements from the DCNR. Mr. Stuck asked what it would cost the Township to get out of the grant restrictions. Mr. Becker stated the cost would be approximately \$1,000,000.00 as the Township would terminate the entire grant.

Item 5: Evaluate the Opportunity to Develop a Festival/Community Type Event for the Township

Mr. Groller reported that the Finance Committee had allocated \$50,000.00 in the 2022 Preliminary Budget to develop this project. Unfortunately, the Township elected to continue to follow the state pandemic guidance for public gatherings, which called for a maximum of 25 individuals; therefore, the Township did not pursue a large-scale event in 2021. Mr. Ulrich and Mr. Stuck mentioned the Apple Dumpling Festival and the Fall Family Festivals the Township previously held. Ms. Houck stated that the Fall Festival that the Township previously held was canceled due to low attendance, therefore not worth the expense. Mr. Ulrich questioned if the Township has a committee to keep this project going. Mr. Groller stated at this time; the Township does not. The Board discussed possible future events and possibly creating a Festival Committee during re-organization.

Item 6: Safe Route to Parks

Mr. Groller reported that the Township used seasonal summer staff to evaluate and survey the amenities at the park entrances. Ms. Houck is reviewing the information collected, ordering signs and evaluating legal options for crosswalks and access ramps. In the 2022 Preliminary Budget, the Spring Township Police Department will be reinstating the Traffic Enforcement Unit, consisting of a Sergeant and Patrol Officer, who will work varying scheduled hours to respond to, and proactively address speed and other traffic safety issues throughout the Township. The Traffic Enforcement Unit will allow for a renewed and specifically directed approach to improve and manage traffic safety around parks, schools and neighborhoods.

TOWNSHIP OPERATIONS

Item 1: Penn Avenue Revitalization

Mr. Groller reported that there is no update on this project.

Item 2: Maintain and Enhance Employee Relations and Communications

Mr. Groller reported that the Lobby renovations are complete. Most vacant staff positions have been filled. Ms. Houck stated she is down one (1) part-time employee in the Parks and Recreation Department. The Township continues to analyze where additional staffing is needed, and multiple positions have been included in the 2022 Preliminary Budget to address workloads to provide appropriate service to the residents. On the Parks & Recreation Side, they have updated a number of their job descriptions and continue to work with HR on additional updates. Staff and Ms. Reardon have been working diligently to negotiate all three (3) expiring union contracts and hope to complete them by the end of the calendar year.

TOWNSHIP OPERATIONS (Continued)

Item 3: Continue to Provide Residents with Quality Police and Fire Department Services

Chief Hackman reported that the Fire Department follows the Township's mission statement to keep the Township safe while cost-effective. The Fire Department has been very successful in receiving grants to offset expenses. Inspections are complete in the Township, and revenue has come in from the billing of the inspections, which started in 2021. The Department continues to maintain COVID safety protocol. Mr. Stuck asked how the Fire Department is doing with acquiring volunteers. Chief Hackman reported the Department currently has approximately twenty-seven (27) volunteers. Out of those volunteers, the Department has one (1) Deputy Chief, seven (7) volunteers certified to the NFP 1001 Standard, which is required to enter a burning building. Out of those seven (7), five (5) are currently active. The Department also has eight (8) exterior personnel which can only operate from the outside, four (4) of those are active, seven (7) fire police, six (6) of those are currently active, and four (4) support staff. Chief Hackman reported on average turnout per call over the last several years. In 2016 it was 6.3 personnel, 2017 remained the same, 2018-6.2 personnel, 2019-5.8, 2020-5.2, and currently, in 2021, the average turnout per call is 4.9. With the Department's agreement with the Wyomissing Fire Department, Mr. Hackman reported he could guarantee six (6) career staff turnouts per call, three (3) from Wyomissing Fire Department, and three (3) from the Township. Chief Hackman stated the Department does its best to entice volunteers. The Department provides the yearly stipend based on attendance, unlimited training at no cost, turnout gear, and pagers. Chief Hackman reported the Department typically hosts an open house during Fire Prevention Week in October. Due to the Pandemic, the Department has not held the event in the last couple of years. Previously during that event, approximately 100 people took part. The Department has been out to several schools this year promoting fire prevention. Before the Pandemic, Chief Hackman reported during Fire Prevention Month; the Department provided fire education to every second-grade class.

Chief Ross thanked the Board for supporting the Police Department. He believes it is one of the best Departments in the county. In 2021 the Department achieved Premier Agency Status in the PA Chiefs Accreditation Program, which only fifteen (15) Police Departments in the state have achieved. Regarding National Night Out, the Department took the side of safety and did not hold the event this year. Chief Ross reported he received many calls from residents who were disappointed. Approximately 2,000 people attend the event. The majority of materials used for National Night Out are from donations from various businesses. Currently, companies are struggling due to COVID, and Chief Ross stated he did not believe it was appropriate under the circumstances to ask for donations. Hopefully, in 2022 the Department will hold the event, which always is a good community event. Chief Ross has had discussions with Deputy Chief Powell about next year's event, possibly moving the location and having fireworks. Chief Ross thanked the Board of Supervisors for their support over the last thirteen (13) years. Mr. Stuck stated the Township thanks, Chief Ross, for everything he has accomplished in his role, having done many great things for the Police Department and the Township. Mr. Stuck wished Chief Ross well in the future, noting that the Township will be in good hands with Deputy Chief Powell. Deputy Chief Powell stated the Department is working to become more proactive than reactive. The Department will concentrate on enforcement and becoming more visible in the community. The Department has had a recent increase in requests to assist the Fire Department when additional precaution is needed when responding to incidents.

TOWNSHIP OPERATIONS *(Continued)*

Item 3: Continue to Provide Residents with Quality Police and Fire Department Services *(Continued)*

Mr. Stuck stated it had been a couple of tough years for the Fire Department and the Police Department due to COVID, and they are doing a good job. Deputy Chief Powell reported that tomorrow night, Saturday, November 20th, 2021, Spring Township Police Department representatives would be attending the Reading Royals game. The Department will honorarily swear in a five (5) year old boy named Ryder Knechtle, who has a severe illness and would like to be a Police Officer someday. The Department got Ryder a uniform and a Special Police Officer badge. The honorary swearing-in of Ryder will take place between the second and third periods of the game. The event is being put together mainly by Police Officer Dave Church. The Department will donate the money collected from "No Shave November" (Spearheaded by Officer Toby Davis) to Ryder and his family to contribute to the charity of their choice.

Mr. Ulrich asked if Ryder was a resident of the Township. Deputy Chief Powell stated he was previously but now resides in Lower Heidelberg Township. The Police Department in Lower Heidelberg will also have Officers attending the event.

Item 4: Maintaining Quality Roads

Mr. Groller reported the Board of Supervisors adopted the Roadcut Ordinance on March 22nd, 2021. Mr. Darrah continues to work with the utility companies to understand and adequately implement the new ordinance. The staff has been developing roadcut tracking procedures utilizing the Township's EnerGov software product. The anticipated implementation of the internal development of the program is January 2022. Because the Township has never had an internal policy for tracking roadcuts, these new procedures will significantly improve the monitoring and managing of utility cuts. The 2021 roadwork project is complete, and the Township appointed a new road and traffic engineer in October 2021. The 2022 Preliminary Budget includes an additional \$550,000.00 in roadwork expenditures, making it the 5th consecutive year that the Township has spent at least an additional \$450,000.00 of General Fund dollars per year on road improvements. Mr. Groller reported the 2022 roadwork plan is being transferred to the new road and traffic engineer for review with hopes to go out to bid in early 2022. In 2022, the Public Works Department is preparing staff to perform more roadwork in-house.

Mr. Ulrich questioned the status of the road assessment done for the Township about four (4) years ago by Herbert, Rowland & Grubic, Inc. (HRG). Mr. Darrah stated he would be reviewing roadwork completed in 2021 with HRG to ensure they have all the information from the previous road engineer.

Item 5: Safe Routes to Schools

Mr. Groller reported that he and two (2) Board of Supervisors met with leaders for the Wilson School District twice since the last Vision Meeting. Topics discussed included safe routes to schools, the Lincoln Park property, the Shiloh Hills property, sidewalks along Howard Street, and the concept of joint recreational projects between the school district and the Township.

Deputy Chief Powell reported he and Chief Ross met with the School District's Director of Transportation and the Facilities Director to address residents' concerns of students crossing the street to Shiloh Hills Elementary without a crossing guard's assistance. Deputy Chief Powell reported that after going out to the site, the Director of Transportation and the Facilities Director would recommend that the School Board hire a crossing guard.

TOWNSHIP OPERATIONS (Continued)

Item 5: Safe Routes to Schools (Continued)

The Township will need to eliminate a crosswalk that goes up to a resident's driveway and upgrade an existing crosswalk. Discussion points included the 25-mph speed limit in that particular area and possible changes at the site in the future if deemed warranted. Chief Ross explained the School Board makes the ultimate decision whether or not to hire a crossing guard, and the Township and the School District split the cost of their salary.

Item 6: Howard Street Sidewalks

Mr. Myer asked for confirmation that Scott Anderson of Kraft Engineering, LLC. will manage any future work on Howard Street. Mr. Groller and Mr. Darrah confirmed that Mr. Anderson would be in charge of any work done on Howard Street. Mr. Groller reported that Joe Rogosky of Great Valley Consultants (GVC) would wrap up the projects in process when the Township changed the Roads and Traffic Engineer. Mr. Darrah stated that Mr. Anderson recommended GVC complete any projects they are currently working on and noted it would be costly to the Township to switch ongoing projects over to Kraft Engineering, LLC.

Item 7: Penn Avenue Sidewalks from Dwight Street to Howard Street

Mr. Groller reported Mr. Rogosky would be completing the Penn Avenue sidewalk project to include Penn Avenue from Dwight Street to Howard Street. The project is expected to begin in the spring of 2022. Mr. Becker stated the next step for the Township would be to reach out to property owners to see if they will amicably agree to a temporary easement construction for the sidewalk project. Steve Hoffman has prepared a plan for the project. Discussion points included if property owners were aware of the Township considering the project, maintenance responsibility of the sidewalks, when properties are transferred if sidewalks should be repaired or replaced, work with or without temporary easement construction approval, and areas that are considered as part of safe routes to schools. Ms. Smith asked how many areas along Penn Avenue do not have sidewalks. Mr. Darrah reported there are quite a few.

Ms. Smith asked for an update on the Dwight Street Bridge. Mr. Darrah stated he is currently waiting for an update. Mr. Stuck asked if the railroad had financial responsibility for the bridge reconstruction. Mr. Darrah noted the Township's responsibility is 10% of the project's cost, and the railroad is responsible for the remainder. Mr. Darrah stated the last update he had heard was the possibility of the railroad seeking approval for the bridge to be reconstructed as a historical bridge. Mr. Darrah will look into the status of the project. Ms. Smith asked what the status is with the Pizza Hut at the intersection of Penn Avenue and Dwight Street. Mr. Wozniak stated the property owner has not changed. Presently, the Township prohibits the Property Owner from parking against the building. Discussion points included the Pizza Hut's closing and becoming a Boston Market, help-wanted advertising for hiring at this location as a Boston Market, the Township previously rejecting a plan submittal from the owner to store paper products at the site, and parking issues at the location. Engineers have prepared a plan that highlights the property owner's requirements to bring the building into compliance.

TOWNSHIP OPERATIONS (Continued)

Item 8: Street Crossing at Route 724 & Iroquois Avenue and Dwight Street & Penn Avenue

Mr. Groller reported since the last Vision Meeting update, Township personnel, members of the Board of Supervisors, and the Township Solicitor met with representatives from PennDOT and Metropolitan Management Group on April 6th, 2021. They discussed numerous improvements to enhance pedestrian safety at the intersections. The group collectively agreed upon several alterations, which the developer agreed to add to the traffic signal permit drawings for submittal to PennDOT. Mr. Moll will meet with Scott Anderson of Kraft Engineering, LLC to review the plans to ensure all the improvements the Township requested are included in the update.

Item 9: Exploring Merging Services with Neighboring Municipalities as Needs/Opportunities Present Themselves

No Update

SEWER

Item 1: Investigate the Possibility of Sanitary Sewers in Southern Sections of the Township

No Update

STORMWATER MANDATES

Item 1: MS4 Program-Continue Annual Monitoring and Reporting

No Update

Item 2: MS4 NPDES Permit Renewal

Mr. Groller reported the DEP renewed the Township's MS4 NPDES Permit. The Township will be required to make the specified MS4 improvements to the existing stormwater management system within the 5-year permit period starting from the date of the issued permit. Mr. Moll reported the delay in the Township receiving approval was beneficial due to the postponement of costs the Township may have incurred in the last number of years. Over the next five (5) years, the Township will need to spend funds and construction time putting in physical improvements. Mr. Moll stated that all of those in the Wyomissing Creek Watershed Coalition received their permits simultaneously. According to the agreement, the Township will need to make their portion of the contributions to the Coalition. The Board of Supervisors discussed the possibility of eligibility for additional grants. Mr. Becker reported that the county is looking for "Legacy" projects, projects that will have a long-term impact on the county as a whole. Mr. Becker suggested the Township apply for additional grants, noting the county has \$80,000,000.00 of ARP money, and so far, the county has \$180,000,000.00 of requests. Mr. Groller reported staff met with Chris Hannum of Entech Engineering to collect information needed for this grant application.

Item 3: MS4 Pollutant Reduction Facilities Permit Requirements

No Update

SUPERVISOR'S VISION UPDATES

Mr. Myer- Harvard Boulevard

Mr. Myer stated Great Valley Consultants (GVC) presented the Township with several options for the Harvard Boulevard Project. Mr. Myer noted the most significant issues of the project are the cost of the project, which is approximately \$1,160,000.00, and the portion of the expenses that the residents will need to pay. Mr. Myer suggested the Township consider utilizing the Capital Fund to pay for the project initially and then charge the costs to the Road Budget over several years.

SUPERVISOR'S VISION UPDATES (Continued)

Mr. Myer- Harvard Boulevard (Continued)

Mr. Darrah reported that Mr. Anderson of Kraft Engineering, LLC recommends that the Township use Great Valley Consultants (GVC) for site surveys. Mr. Myer stated the Township received a preliminary cost to have the project done over four (4) years. The savings to split the project up over a few years were not significant enough to warrant extending the project. Key discussion points included the cost of the project, the approximate cost to residents, and protocol to contacting residents about the project.

Mr. Anderson of Kraft Engineering, LLC is currently reviewing the plans. The Infrastructure Committee will review the project. Mr. Myer confirmed with the Supervisors that they are all in favor of completing the project in one (1) year.

Mr. Darrah asked the Board of Supervisors for clarification for Alan Kreider for direction regarding the procedure for property transfers. After discussion, the Board determined the best course for Mr. Kreider is to move forward as he typically does when doing property inspections.

Mr. Wozniak reported new homeowners are aware of a curb repair project coming in reports issued by the Township in the last five (5) years in anticipation of the project.

Ms. Smith-Sale of Lincoln Park

Mr. Becker reported that the Board of Supervisors would discuss possible real estate purchases at the executive session on November 22nd, 2021.

Mr. Stuck- West Wyomissing Property Site Plan Complete

Mr. Stuck is looking for something for the younger generation, 25 to the 45-year-old age group, to use the facilities regularly.

Mr. Kocher- Website & Social Media

Mr. Kocher would like to see the Township's Website maintained and updated internally by staff and would like the Township to have a social media presence.

Mr. Kocher-E-Sports


Mr. Kocher stated he spoke to Ms. Houck briefly about the possibility of the Parks and Recreation Department hosting some type of E-Sports Program. Mr. Kocher said it is a vast global industry, and 90% of kids between twelve (12) to seventeen (17) play video games. Mr. Kocher stated he would be meeting with the head of Media Productions at Wilson School District, Matt Citrone, who is also the school district's E-Sports Team coach. Mr. Kocher explained it is not a club; it is a sanctioned sport. Mr. Groller reported that the IT Committee has some ideas regarding updating the website internally.

Deputy Chief Powell said the Police Department has a Facebook site and gets a lot of traffic. They have several employees that are authorized to update their site. Chief Ross stated that the Department must continue phone notifications in addition to social media as some things residents need to know immediately.

ADJOURNMENT:

There being no further business, Chairperson Stuck adjourned the meeting at 10:09 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary L Burkholder". The signature is written in black ink and is positioned above a horizontal line.

Mary L Burkholder
Township Secretary