



TOWNSHIP OF SPRING

BERKS COUNTY, PA

2850 WINDMILL ROAD
SINKING SPRING, PA 19608
Tel. (610) 678-5393
Fax. (610) 678-4571
www.springtwpberks.org

BOARD OF SUPERVISORS MEETING MINUTES November 13, 2023

OPENING OF MEETING: Chairperson Stuck called a regular business meeting of the Board of Supervisors to order at 7:05 p.m. on Monday, November 13th, 2023 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, Royer, and Smith were present. Mr. Wertz attended via teleconference. Also present were John Groller, Mary Rossi, Paul Darrah, Jen Bensinger, Judy Houck, Jeremy Baez-Reyes, Jim Moll, Aaron Wozniak, Lieutenant Brock, Daniel Becker, Esq, and Toni Tucci of Western Berks Ambulance Association. Jason Reichert, Chief Hackman, William Arndt, and Brian Focht of C2C Construction attended via Zoom.

AGENDA AMENDMENTS: None

OPEN TO THE FLOOR: None

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

1. Minutes from the October 23rd Meeting
2. List of Bills for Approval
 1. **General Fund - \$126,089.38**
 2. **Fire Hydrant Tax Fund - \$9,853.22**
 3. **Refuse Tax Fund - \$119,472.31**
 4. **Sewer District #3 Fund - \$601,200.97**
 5. **Fire Protection- \$52,509.44**
 6. **Capital Fund- \$ 180,845.46**
 7. **State Liquid Fuels Fund- \$1,071,765.97**
 8. **Developer Escrow-\$20,460.35**
3. 2024 Animal Control Agreement
Mr. Groller recommended approving the proposed agreement with Safety Net Sanctuary for a cost of \$6500.00, which is unchanged from 2023.
4. Adoption of Ordinance 458-Fire Prevention Code Amendment
The ordinance was advertised and reviewed by the Township Solicitor.
5. Resolution 2023-17-Authorizing Purchase of Property
The resolution is to authorize purchasing the Garfield Avenue property from the Wilson School District.

ACTION ITEMS FOR APPROVAL: *(Continued)*

6. Appointment of Certified Public Accountants for 2023 Audit
Mr. Groller requested authorization to advertise the intent to appoint Certified Public Accountants for the 2023 Audit in lieu of elected auditors.
7. Payment Application #3-Werner Estates Storm Water Project
Ms. Houck provided Payment Application #3 from Construction Masters Services in the amount of \$82,455.52 for work completed at the Werner Estates Stormwater Management Facility. GVC and Mr. Moll reviewed the payment application and recommend approval.
8. Payment Application #17-Broadcasting Road Storm Sewer Replacement
Mr. Groller stated the Township Engineer and Mr. Darrah reviewed the payment application from Schlouch Incorporated for \$64,797.39, and recommend approval.
9. Payment Application No-2 Contract #2 Street Work 2022
Kraft Municipal Group reviewed the Payment Application from Asphalt Maintenance Solutions, LLC and recommend approval of the application for payment of \$16,570.00.
10. Approval of Professional Services Agreement
Mr. Becker stated that there was a hearing based upon an appeal of a decision not to be on the candidate hiring list for the police department. Mr. Gerber was the attorney representing the prosecution for this particular matter.
11. GIS Engineering & Planning Coordinator Job Description
12. Zoning Assistant Job Description
Mr. Groller stated this job description is revised to meet the department's needs.
13. Resolution 2023-18-Request for State Funding
Mr. Groller stated the resolution is to authorize the State LSA Grant request for repairs to the police building. Mr. Groller confirmed for Mr. Stuck that posts are being put back up.
14. Deputy Fire Chief Job Description & Revised Fire Chief Job Description
15. Formal Offer of Employment- Career Firefighter
Chief Hackman requested approval for a formal offer of employment conditioned upon the applicant's successful physical results.
16. Approval of Payment Application #1- 2023 Roadwork-Contract 1
Kraft Municipal Group has reviewed the work included on the payment application submitted by H&K Group, Inc., and recommends approval of payment in the amount of \$893,079.11.
17. Approval of Payment Application #1-2023 Roadwork-Contract 2
Kraft Municipal Group reviewed the work on the payment application submitted by Asphalt Maintenance Solutions, LLC and recommends payment in the amount of \$208,686.86.

ACTION ITEMS FOR APPROVAL: (Continued)

18. Sunoco Road Agreement

Mr. Groller stated Sunoco is ready to restore the crossings on Township Roads that they used in conjunction with the Mariner Pipeline Project. Sunoco has prepared a Final Agreement that the Township Solicitor and legal representatives from Sunoco are currently reviewing. Mr. Groller requested authorization to execute the agreement after the final approval of all legal representatives.

19. Wyomissing Interceptor Upgrade Project

Mr. Groller said that Entech Engineering administered the bids and recommended that the bid be awarded to the lowest bidder, Wexcon, Inc., for a total of \$3,625,150.00 for the Wyomissing Interceptor Upgrade Project. Mr. Groller noted the bid falls well below their recent cost estimate of approximately \$5,400,000.00.

Motion to approve Action Items #1-19 was made by Mr. Kocher and seconded by Ms. Smith. Upon roll call, all Supervisors present voted affirmatively, with Mr. Wertz abstaining from voting on payment of Fund #14 and Action Items #14&15. MOTION CARRIED

TOWNSHIP DIRECTORS

A. Zoning/Building Codes Department – Mr. Wozniak submitted a monthly report for October.

B. Parks and Recreation Department- No Report

C. Engineering/Planning Department

1) 31 Montello Road Apartments – Preliminary Land Development Plan for constructing four (4) 2-story duplexes, resulting in 8 new dwelling units. Mr. Moll said that the Planning Commission (PC) reviewed the Preliminary Plan and made the following recommendations:

a) Scale Waiver Request- Allow 1"=20' instead of the specified scale of 1"=50'.

b) SWM 2-year Storm Waiver Request- Approval of a waiver to allow the 2-year post-development storm peak rate to exceed the allowable rate by 0.06 cfs.

c) Conditional Preliminary Plan Approval-With conditions listed in the engineering department review letter dated November 1, 2023.

Motion to approve the two (2) waivers and Conditional Preliminary Plan Approval with conditions noted in the engineering department review letter dated November 1, 2023, for 31 Montello Road Apartments (C. #1a thru #1c) was made by Ms. Smith and seconded by Mr. Wertz. Upon roll call, all Supervisors present voted affirmatively. MOTION CARRIED

2) Shade/Adams Annexation Plan

Mr. Moll said that the adjoining property owners, the Shades and the Adams, submitted the Annexation Plan. The area is along Old Lancaster Pike, down near the southern tip of the Township. The property owners wish to swap parcels between the two that are the same size. Mr. Moll noted that when the plan is recorded, the lots will be in the same area but have a different configuration.

The PC has recommended that this plan be approved with conditional approval with the items listed in the Engineering Department review letter dated October 31, 2023.

Motion to approve the Shade/Adams Annexation Plan (C #2) with conditions listed in the engineering department review letter dated October 31, 2023, was made by Mr. Kocher and seconded by Mr. Wertz. Upon roll call, all Supervisors present voted affirmatively. MOTION CARRIED

TOWNSHIP DIRECTORS (Continued)

C. Engineering/Planning Department (Continued)

3) 18 Commerce Dr.-PRD Sign Waiver Request

Mr. Moll stated that the applicant, Weik Capital Management, requested a waiver from sign regulations in the Spring Ridge Planned Residential Development (PRD) at 18 Commerce Drive. Instead of the twelve (12) square foot limit, this would be approximately 29 square feet.

The PC has recommended that the Board of Supervisors grant the applicant's request for a waiver to install the roughly 29-square-foot sign.

Motion to approve the waiver request from Weik Capital Management for 18 Commerce Drive (C #3) was made by Ms. Smith and seconded by Mr. Royer. Upon roll call, all Supervisors present voted affirmatively. MOTION CARRIED

D. Finance Department

1) 2023 Bond Issue Results

Mr. Groller reported that the public auction for the \$5,000,000.00 bond issue (for the WTP Wyomissing Interceptor Project) was held, and the winning bidder was 4.34%. The bond issue will settle this week, and the funds will be invested in PLGIT with a rate of 5.3-5.5%.

2) 2024 Preliminary Budget Discussion

Mr. Groller presented the 2024 Preliminary Budget for discussion, noting that the Finance Committee has met several times and put together the preliminary 2024 numbers. Mr. Groller stated that the Township must formally propose the 2024 budget at the next meeting in November to adopt it by the end of December.

Mr. Groller reported that the Western Berks Ambulance Association has requested a \$10.00 increase per household. Mr. Stuck expressed his frustration that not all municipalities served by Western Berks Ambulance Association pay the per household Membership Program fee.

Mr. Tucci addressed the Board with the association's difficulties, including significant staffing shortages. Mr. Tucci stated that he continues to apply for grants and has been successful with obtaining grants. He noted that the state approved a Medicare increase. Mr. Tucci said that the association works very closely with the CELG, reporting the issues they face are everywhere. Mr. Tucci stated that they are operating at a loss this year.

Mr. Groller stated that the Preliminary Budget recommends a .25 mil tax increase in the General and Fire protection funds in 2024. Mr. Groller gave a detailed review of the proposed budget, and a discussion was held; questions were asked and answered.

TOWNSHIP DIRECTORS *(Continued)*

D. Finance Department *(Continued)*

2) 2024 Preliminary Budget Discussion *(Continued)*

Mr. Groller stated that the library's request for an additional Township contribution of \$30,000.00 is for personnel and CAM (common area maintenance cost). The Board stated that they would like to see what the library uses the Township contribution for and the types of fundraising they do, noting that the library does not provide reports regularly to the Township.

Ms. Smith stated that she would like to see how many out-of-town residents use the library compared to residents. Mr. Royer said that when out-of-town residents use the Spring Township Library, the contribution by the County increases. After a lengthy discussion on the request, the majority of the Board determined they would like to keep the Township contribution at \$230,000.00.

C. Parks and Recreation Department *(Continued)*

Mr. Stuck asked Ms. Houck for a status with the Comprehensive Study. Ms. Houck said that she had a conference call with the consultant and they reviewed the corrections for the second draft. She has another call tomorrow to review the RFP and what is missing. Ms. Houck stated one of the partners called and apologized for all the typos and errors, noting that their quality insurance process did not occur before it was sent to the Township.

E. Human Resources

Approval of Paragon Consulting

Mr. Groller stated that the Township received a proposal from Paragon Consulting for a \$700.00 month increase for 2024 with no additional on-site services. Mr. Groller confirmed for Mr. Stuck that the Management Development Program is on hold (which included an extra day of HR services to work with Management on site) due to the Township looking to hire an Assistant Township Manager. After discussion, the Board instructed Mr. Groller to pay the invoice without the increase, and the Board will review the request.

F. Public Works

Capital Improvement Plan

Mr. Darrah provided the Board with copies of the 15-year Capital Improvement Plan for the sewer plant. Mr. Darrah noted that the new sludge press the plant is getting will assist in keeping sludge rates down which will help significantly with new regulations coming to sewer plants regarding plastics in water (PFAS). Mr. Darrah said that the Infrastructure Committee reviewed the plan and recommends approval.

Mr. Darrah confirmed for Mr. Stuck that UGI is addressing a leak and replacing part of the main in the 2400 block of Highland Street.

PUBLIC SAFETY

A. Police Department – No Report

B. Township of Spring Fire Rescue Services – Chief Hackman Submitted a monthly report for October.

C. West Side Regional EMA – No Report

SOLICITOR –

Waiver of Conflict for Green-Light-Go

Mr. Becker said this is grant funded project to move the push button at the corner of Woodside Avenue back into the Redner property, and will require an easement.

Motion to approve the waiver of the conflict with Redner's for the Green-Light-Go Project was made by Mr. Kocher and seconded by Ms. Smith. Upon roll call, all Supervisors voted affirmatively.

MOTION CARRIED

OLD BUSINESS:

The Board decided to continue the Vision Meeting at the BOS Meeting on Thursday, December 21st at 8:00 a.m.

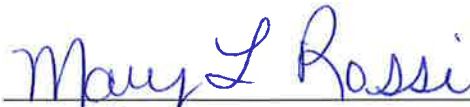
ANNOUNCEMENTS:

1. On November 1st, the Board held an Executive Session on personnel matters. Before the meeting this evening, the Board held an Executive Session to discuss personnel, potential litigation matters, and real estate.
2. Next meeting will be held at 7:00 p.m. on Monday, November 27th, 2023.

ADJOURNMENT:

With no further business, Chairperson Stuck adjourned the meeting at 9:10 p.m.

Respectfully submitted,



Mary L Rossi
Township Secretary