



TOWNSHIP OF SPRING

BERKS COUNTY, PA
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BOARD OF SUPERVISORS MEETING MINUTES November 27, 2023

OPENING OF MEETING: Chairperson Stuck called a regular business meeting of the Board of Supervisors to order at 7:07 p.m. on Monday, November 27th, 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 Wertz were present. Ms. Smith attended via teleconference. Also present were John Groller, Mary Rossi, Paul Darrah, Jen Bensinger, Judy Houck, Jeremy Baez-Reyes, Jim Moll, Jason Reichert, Aaron Wozniak, Chief Powell, Chief Hackman, Daniel Becker; Esq, Donald Spitler, Ryan Hunchar; FastBridge Fiber, Tyler Wray, John Tejada, and Dave Nowotarski.

AGENDA AMENDMENTS: None

OPEN TO THE FLOOR:

Ryan Hunchar, FastBridge Fiber, addressed the Board and stated there was a miscommunication on their end about getting on the agenda tonight and that he will be at the next meeting.

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 November 13th Meeting
2. List of Bills for Approval
 1. **General Fund - \$282,753.02**
 2. **Refuse Tax Fund - \$67,950.07**
 3. **Sewer District #3 Fund - \$117,045.12**
 4. **Fire Protection- \$49,189.22**
 5. **Capital Fund- \$ 1,952.50**
3. 2024 Meeting Schedule

The meeting schedule for 2024 was discussed, with the Board stating they would like to hold the Annual Vision Meeting twice a year, change the December 23rd Meeting to an 8:00 a.m. meeting, and hold Budget Meetings in September and October. This item will be tabled this evening.
4. Approval of Job Description-Assistant Township & Facilities Manager

ACTION ITEMS FOR APPROVAL (Continued)

5. Adoption of Resolution 2023-19- Request a Statewide Local Share Account Grant for the Harvard Boulevard Roadway Rehabilitation Project. Mr. Groller thanked the staff, stating they did an excellent job working with Entech Engineering, Inc. on obtaining the grant application.
6. 2024 PRPS Conference-Ms. Houck requested approval to attend the 2024 Pennsylvania Recreation and Park Society's Annual Conference scheduled for March 12th through March 15th, 2024, at the Seven Springs Mountain Resort in Seven Springs, PA. Ms. Houck stated since a block of rooms are not reserved for the event, she would like to register as soon as possible during the discount period to secure a room.
7. Adoption of Resolution 2023-20 -Municipal Hazard Mitigation Plan
8. Approval of Non-Binding PO to Reserve Vehicles for the Police Department to Purchase in 2024. Chief Powell stated he is seeking approval to purchase two (2) vehicles, currently in the 2024 Proposed Budget, from Savage61. The purchase order is non-binding, but allows the Township to reserve one (1) vehicle currently on the lot and another scheduled to be built in early spring.
9. Approval of 2024 Preliminary Budget for Advertising-Mr. Groller requested approval to advertise that the Preliminary Budget for 2024, in the amount of \$39,189,913.00, is available for public inspection. Mr. Groller stated that the proposed budget represents an increase of approximately \$2,626,000.00 and is approximately 7.1% higher than last year's adopted budget. The increase is driven by the increase in the full-time positions and the capital expenditures surrounding the WWTP.

Mr. Groller stated that the proposed General Fund Budget, presented at \$17,832,875.00, is approximately \$1,235,000.00 higher than last year, and that the increase is largely driven by additional personnel. The 2024 Preliminary Budget increases the general fund real estate tax millage .25 mills to 3.25 mills and the fire protection tax millage .25 mills to 1.70 mills. All other real estate tax rates and user fees for street lights, fire hydrants, trash, recycling, and sewer consumption remain at 2023 levels. Consideration for final adoption will be at the December 21st, 2023 BOS Meeting.

Mr. Groller confirmed for Mr. Stuck that budget transfers can be made at any time. Mr. Groller confirmed for Mr. Stuck that the Township's trash contract is up for renewal next year. Mr. Groller stated that staff spoke about the renewal today and will begin the renewal process in February 2024, noting a lengthy implementation period for a Township of our size.

Mr. Groller stated per request, he provided library circulation data providing resident vs non-resident usage for 2022 and 2023 YTD, noting that they run pretty close to 50/50. Mr. Groller said that the library was thankful for the increased contribution.

Motion to approve Action Items #1,2,# 4-9 was made by Mr. Kocher and seconded by Mr. Wertz. Upon roll call, All Supervisors present voted affirmatively, with Mr. Wertz abstaining from voting on payment of Fire Fund #14. MOTION CARRIED

TOWNSHIP DIRECTORS

A. Zoning/Building Codes Department – No Report

Mr. Stuck questioned if the Zoning & Code Department was involved with the new business, a vape shop that is also advertising skill games that are going in behind the Scuba Venture Inc. business in West Lawn. Mr. Wozniak confirmed no submittals were received to date, and he will look into it.

B. Parks and Recreation Department- Ms. Houck submitted a monthly report.

Ms. Houck confirmed for Mr. Wertz that the Parks & Recreation Board desires to find out the interest for a kitchen. If Master Site Plans will be done for Cacoosing Meadows Park and part of Shiloh Hills Park, the Parks & Recreation Board felt that those two areas were the most reasonable to install a kitchen due to the sizes of those parks. Ms. Houck said that the Parks & Recreation Board would like the Parks & Recreation Department to track the requests received for kitchen rentals and would like the Department to email their customers and see if an available kitchen persuaded them one way or another.

C. Engineering/Planning Department-No Report

D. Finance Department-No Report

E. Human Resources-Approval of Paragon Consulting Services Agreement-Tabled

F. Public Works -Mr. Darrah reminded the Board that everyone is invited to the Goose Lane Yard Waste Site walk-thru at 9:00 a.m. on November 30th.

PUBLIC SAFETY

A. Police Department – Chief Powell submitted a monthly report for October.

B. Township of Spring Fire Rescue Service-No Report

C. West Side Regional EMA – No Report

SOLICITOR -No Report

OLD BUSINESS -None

NEW BUSINESS-None

ANNOUNCEMENTS:

1. Emergency Management Training for Elected Officials

2. Before this Meeting, An Executive Session was held to discuss personnel matters, potential litigation, and real estate.

3. Next Meeting will be held at 7:00 p.m. on Monday, December 11th, 2023.

ADJOURNMENT:

With no further business, Chairperson Stuck adjourned the Meeting at 7:35 p.m.

Respectfully submitted,

Mary L Rossi
Township Secretary