



# TOWNSHIP OF SPRING

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## BOARD OF SUPERVISORS MEETING MINUTES

**FEBRUARY 12<sup>th</sup>, 2024**

**OPENING OF MEETING:** Chairperson Smith called a regular business meeting of the Board of Supervisors to order at 7:02 p.m. on Monday, February 12<sup>th</sup>, 2024, 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 Smith, Stuck, and Kocher were present. Supervisors Royer and Wertz did not attend. Also present were John Groller, Mary Rossi, Jen Bensinger, Jeremy Baez-Reyes, Judy Houck, Jim Moll, Jason Reichert, Aaron Wozniak, Chief Powell, Daniel Becker; Esq. Toni Tucci; Western Berks Ambulance Association; and Christopher Makosch; 1601 Concord Rd. Attending via Zoom were Paul Darrah, Chief Hackman, Mason Smith; 2810 Heister Blvd, Craig Feldman; Learning Experience, Tom Hoosigian, and Craig's iPhone.

### **ANNOUNCEMENT:**

Ms. Smith stated that an Executive Session was held prior to this meeting on matters of potential litigation and real estate.

**AGENDA AMENDMENTS:** Mr. Groller stated that two action items on the agenda, items 9 and 16, are tabled this evening. (Action Item #9 was addressed at the end of the action items)

### **OPEN TO THE FLOOR:**

Chris Makosch, 1601 Concord Road, thanked the Board for their approval of restarting the Volleyball Program last year. Mr. Makosch read a statement he had prepared and distributed copies to the Board. Mr. Makosch addressed his frustration with the Volleyball Program's fees and requirements, the Township not offering any sports programs, his right-to-know requests, and the reasoning behind canceling the Volleyball Program. Mr. Makosch thanked Ms. Smith for signing up for the winter of 2023.

Mr. Kocher stated the Parks and Recreation Board endorsed Ms. Houck's recommendation to cancel the Volleyball Program, noting that Mr. Makosch is welcome to attend the Parks and Recreation Board Meeting this Thursday, February 15<sup>th</sup>. Ms. Smith said she worked for the Township years ago, and it was always the policy that at least 50% of participants are Township residents. Mr. Makosch stated that he plays pickleball in West Reading without concern if he is a resident and asked the Board to consider being inclusive to everyone when offering programs.

**OPEN TO THE FLOOR:** (Continued)

Toni Tucci, Executive Director of Western Berks Ambulance Association (WBAA), addressed the Board regarding a complaint that was received, stating that said that in one hour on January 28<sup>th</sup>, 2024, they received nine (9) calls. One of the nine calls was a duplicate from an outside agency that responded in the Township and obtained a refusal. Mr. Tucci said that in January 2024, they were dispatched 1363 times, covering 97.6% of the calls, and mutual aid handled 32 calls.

WBAA gave mutual aid to outside communities 157 times, which included the following total of calls:

- 1) City of Reading- 50
- 2) Muhlenberg area- 53
- 3) Tower Direct- 34
- 4) Life Line- 3
- 5) Lebanon County -7
- 6) Northern Berks- 5

Mr. Tucci explained that the WBAA has a Mutual Aid Agreement with Berks County and how the domino effect comes into play with everyone assisting each other. Mr. Tucci stated that the WBAA rarely does routine transports with their 911 trucks and uses a BLS Truck. If routine transport is requested, it would be for a Township resident of a participating membership municipality and only if it is an emergency.

**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 January 22<sup>nd</sup> Regular Business Meeting
2. List of Bills for Approval
  1. **General Fund - \$474,976.49**
  2. **Street Lighting Tax Fund - \$27,540.96**
  3. **Fire Hydrant Tax Fund- \$2,129.82**
  4. **Refuse Tax Fund - \$148,962.15**
  5. **Park Capital Outlay Fund - \$2,823.00**
  6. **Sewer District #3 Fund- \$92,940.65**
  7. **Fire Protection- \$61,098.99**
  8. **Capital Fund- \$5,372.50**
3. Resolution 2024-08 -Authorization to modify the list of Sewage Enforcement Officers  
Mr. Wozniak confirmed that System Design Engineering, Inc. added an employee.
4. Advertisement- Tentative Hearing for 7 Brew  
Mr. Reichert stated that the proposed 7 Brew Drive-Thru Coffee Shop will be located in the Kohl's parking lot. The Kohl's facility is located in the Spring Ridge Planned Residential District (PRD), so any changes that would be proposed in that area need to reflect the change in the PRD, which cannot be handled through the typical planning process. The procedure is to go through a Tentative Plan instead of a Preliminary Plan, which requires a Hearing. The Planning Commission (PC) previously reviewed a Sketch Plan and a Tentative Plan on February 1<sup>st</sup>, 2024. The PC recommended conditional approval and a March 25<sup>th</sup>, 2024, Hearing during the regularly scheduled Board of Supervisors Meeting.

**ACTION ITEMS FOR APPROVAL:** *(Continued)*

5. 31 Montello Road- Extension of Time Request  
Mr. Reichert stated that the applicant had received preliminary and conditional approval for the proposed four (4) duplexes on 31 Montello Road. The applicant submitted the Final Plan for comments, which had to be reviewed by the Infrastructure Committee (IC) due to some sewer issues. The PC will review the revised plans and recommend approval of the time extension.
6. 2408 Jefferson Avenue Minor Subdivision- Scale Waiver Request  
Mr. Reichert said that the applicant has submitted a scale waiver request that the Subdivision Plan be drawn to a scale of 1"=30', rather than the specified 1"=50'.
7. Emergency Repair Contract  
Mr. Reichert reported that staff put the annual Emergency Repair Contract out to bid. Bids were received from two (2) contractors. Upon internal review, the Engineering Department recommends that the Board of Supervisors award the contract to Schlouch, Inc. of Blandon, PA. Mr. Moll said that this contract is with the Township and the Borough of Wyomissing, indicating that the Borough's approval is also required.
8. Authorization of Payment for Reedy Easement Agreement  
Mr. Becker stated that this Easement Agreement and Action Item #9 are Easement Agreements that needed to be obtained for the Wyomissing Interceptor Upgrade Project. The authorization request is for the Board to approve the payment for the complete and signed Reedy Easement Agreement.
9. Authorization of Easement Agreement-Wyomissing School District-Tabled Initially-  
*Moved to end of action items*
10. Project Proposal-Alarm for Police Building  
Ms. Houck referenced the memo the Board received requesting approval of a proposal from Berkshire Systems to replace the fire alarm system in the Police Station. During a routine inspection, the system malfunctioned, and parts were not available for repair because the system is very old. The proposal is through the PA CoStars Program and the cost is \$24,558.00.
11. Zero Turn Mower  
Ms. Houck stated the requested budgeted purchase of a Zero Turn Mower is through PA CoStars and State Contract Programs. Ms. Houck requested approval of the purchase order, made out to Lepco Lawn Equipment Parts Company, noting that the delivering dealer is Reading Tractor and Equipment Company. The amount of the proposed purchase is \$16,868.27. Ms. Houck confirmed for Mr. Stuck that the striping kit is used when mowing; it helps keep the lines straight when changing directions.
12. Authorization to Create Ordinances for the Fire Department  
Chief Hackman respectfully requested authorization for the Fire Marshall's Office to work with the Township's Solicitor to create and enact two (2) ordinances classifying fire hydrant locations and standpipes in buildings. Chief Hackman noted this is above and beyond what the Fire Code requires.

**ACTION ITEMS FOR APPROVAL:** *(Continued)*

13. Assessable Parking Space-2000 Block of Reading Avenue  
Chief Powell stated that the Traffic Unit went out and accessed the location and confirmed there is no off-street parking. The Traffic Unit recommends approval of the application.
14. Approval of Payment Application-Police Building Renovations  
Mr. Groller stated that Entech Engineering, Inc. reviewed and recommends approval of the Payment Application submitted by Purcell Construction in the amount of \$19,521.00, leaving \$43,908.49 as retainage and balance to finish the project. Chief Powell confirmed for Mr. Stuck that some odds and ends need to be completed, but the bulk of the project is finished.
15. Emergency Work-Waste Water Treatment Plant  
Mr. Darrah stated that during flooding several times, the earthen berm kept breaching the swale between the plants. Entech Engineering Inc. submitted a proposal strongly recommending that the failing berm be repaired and the overflow elevation be raised so that future storms do not overflow into Plants 1 & 2. Schlouch Incorporated submitted a proposal for the emergency work at a cost of \$88,887.17. Mr. Darrah confirmed for Ms. Smith that the fence will be moved and put on top.
16. Authorization to Bid- 2024 Roadwork Project-Tabled
17. Mowing & Trimming Municipal Properties  
Mr. Groller said that two (2) bids were received and that Mr. Darrah and Ms. Rossi recommend that the award for the 2024 Mowing & Trimming of Municipal Properties Contract be awarded to the low bidder, Sottosanti Lawn Care in the amount of \$31,407.00.
18. Conditional Offer of Employment-Assistant Township Manager/Director of Facilities  
Mr. Groller stated the request is for the Board to extend a conditional offer of employment at a starting salary of \$110,000.00 annually, with four weeks of vacation. The final offer is contingent upon completing the required background screenings.
19. 2024 Agreement-Western Berks Ambulance Association  
Mr. Groller presented the amendment to the Municipal Agreement for 2024 that reflects the approved \$45.00 per household for services.
9. Authorization of Easement Agreement-Wyomissing School District *(Continued)*  
Mr. Becker stated that the attorney for the Wyomissing School District responded to the changes in the Easement Agreement, indicating they were acceptable so that this item can be back on the agenda for approval.

*Motion to approve Action Items # 1-15 & # 17-19 was made by Mr. Kocher, seconded by Mr. Stuck. Upon roll call, All Supervisors present voted affirmatively. Mr. Stuck abstained from voting on the payment of checks 110763 & 110796. MOTION CARRIED.*

## TOWNSHIP DIRECTORS

- A. Zoning/Building Codes Department – Mr. Wozniak submitted a monthly report for January 2024. Mr. Wozniak said a Macy's is coming to town, and several snow enforcement tickets were issued. Mr. Stuck asked Mr. Wozniak about regulations in the Township about LED lights around business windows. Mr. Wozniak stated that there are no regulations in the Building Code; it would generally fall under zoning. Mr. Wozniak indicated the current zoning has language that says the lights cannot be twinkling, animated, and things like that, but nothing specific. Mr. Moll stated that it is prohibited to have glare or lights going on to adjoining properties or streets. Mr. Wozniak indicated he would research and report back to the Board.
- B. Parks and Recreation Department – Ms. Houck said that the staff has been working at the West Wyomissing Park and has removed all the playground equipment and the dying trees, and the fence is scheduled to be repaired. Ms. Smith requested that the Township's plan to have the area remain a recreational facility be posted on the website due to social media comments questioning what the Township is doing. Ms. Houck agreed and added that the Department mailed over 500 postcards to residents between Portland Avenue and Reading Boulevard to inform residents of the Township's plans for the site. Ms. Houck confirmed for Mr. Stuck that twelve residents have expressed interest in serving on a committee, and confirmed that Mr. Stuck and Mr. Wertz are on the list to serve.
- C. Engineering/Planning Department-
- 1) The Learning Experience- Mr. Reichert stated that the proposed daycare facility, The Learning Experience, is in the PRD District and that the plans have gone through the final, conditional approval process. The applicant has provided the documents and payments required. Agreements that that need approval to execute are the Municipal Improvements, Stormwater Management, and Sewage Treatment. Mr. Reichert stated that the sewage for the facility goes to the City of Reading, but since the Township is the carrier, an agreement was needed between the applicant, Township, and the City of Reading. The only remaining item will be payment of any final invoices which staff will address before plans are finalized. Mr. Moll said the Township received a bond for the Improvements Agreement for Mr. Becker to review.

*Motion to approve the execution of the Municipal Agreement, Stormwater Management Agreement, and Sewage Treatment Agreement pending approval of the Solicitor's review was made by Mr. Stuck and seconded by Mr. Kocher. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED.*

- D. Finance Department – Mr. Groller reported that the external audit for 2023 is scheduled to begin March 4<sup>th</sup>, 2024.
- E. Human Resources - No Report
- F. Public Works -No Report

**PUBLIC SAFETY**

- A. Police Department –Chief Powell stated that the Department received a call for shots fired between 4:30-5:30 p.m. Friday over by the townhouses by Iroquois Avenue. The Department responded and did not locate evidence that anything had occurred. Over the weekend, information developed that the incident had happened behind the basketball courts by the Cornwall Terrace Elementary School. Today, the Department found evidence that there were shots fired in that location, and the incident is currently an active investigation. Chief Powell indicated it does not appear to have anything to do with the school, but appears there was a confrontation with someone discharging a firearm several times.
  
- B. Township of Spring Fire Rescue Services – Chief Powell submitted the 2023 Annual and January 2024 Monthly reports.
  
- C. West Side Regional EMA – Mr. Groller reminded the Board that the Open House is scheduled for Thursday, February 29<sup>th</sup>, 2024, from 7:00 to 8:00 p.m.

**SOLICITOR** – No Report

**OLD BUSINESS:**

- 1) Website Review-Ms. Bensinger stated that the project is a work in progress, and staff sent requested updates last week. Ms. Bensinger explained and demonstrated the layout changes and answered questions from the Board. Mr. Baez-Reyes confirmed for Ms. Smith that staff can update the website and that Webtech will maintain the host and updates. Mr. Groller noted that the contract with Webtech includes staff training. Ms. Smith asked if residents will have the ability to pay bills on-line. Mr. Groller said the Park and Recreation Department Programs will still be handled the same way through ACTIVENet. Staff is working with the Tyler Group on the online bill paying for sewer and permits. The Tyler Group is working on a cost analysis and fee recommendations.

**NEW BUSINESS:** None

**ANNOUNCEMENTS:**

- 1. Next meeting will be held at 7:00 p.m. on Monday, February 26<sup>th</sup>, 2024.

**ADJOURNMENT:**

There being no further business, Chairperson Smith adjourned the meeting at 7:50 p.m.

Respectfully submitted,



Mary L Rossi  
Township Secretary