



TOWNSHIP OF SPRING

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BOARD OF SUPERVISORS MEETING MINUTES JUNE 24TH, 2024

OPENING OF MEETING: Vice Chairperson Stuck called a regular business meeting of the Board of Supervisors to order at 7:10 p.m. on Monday, June 24, 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 Stuck, Kocher, and Royer were present. Supervisor Smith and Wertz attended via teleconference. Also present were John Groller, Dean Murray, Mary Rossi, Jen Bensinger, Jeremy Baez-Reyes, Chief Hackman, Aaron Wozniak, Judy Houck, Chief Powell, Jim Moll, Jason Reichert, Colin Macfarlane, Esq, George Neubert, Owen Kercher, and Michael Wheeler. Paul Darrah and Yajaira Stone, a Johanny Cepeda-Freytiz's office representative, attended via ZOOM.

After the roll call, Supervisor Smith lost her teleconference connection and did not participate in the meeting.

ANNOUNCEMENT: Mr. Stuck stated that an Executive Session was held before this meeting to discuss potential litigation and personnel matters.

AGENDA AMENDMENTS:-None

OPEN TO THE FLOOR:

Michael Wheeler, 111 Telford Avenue, addressed the Board, stating he came before the Board previously about traffic issues on Woodside Avenue. Due to parking on the east side of Woodside Avenue, there is no visibility to see what is coming down the hill, and Mr. Wheeler expressed his concern that drivers do not adhere to the 25mph speed limit. Mr. Wheeler said he would like to see stop signs at every corner and asked if the Township had ever done a traffic study in that area.

Mr. Stuck mentioned that the Township has been painting the curb corners, and Mr. Darrah confirmed this area was done. Mr. Wheeler said that if you are on one of the side streets that does not have a stop sign and are driving north or south, you can't see oncoming traffic coming around the corner. Mr. Stuck questioned whether the Township recently conducted a speed study in that area; Chief Powell said he would investigate it.

Mr. Wheeler expressed his frustration with the Township's contracted trash company, stating that they put his toter in the street in the accessible parking space instead of back on the curb. Mr. Wheeler stated he has to park in the middle of the block, walk down and move his toter, return to his car, and drive up to park again. Mr. Wheeler noted this is a common occurrence and today, three toters were in the street.

OPEN TO THE FLOOR: *(Continued)*

Mr. Stuck indicated that the contract may have specific language that addresses this issue. Mr. Groller stated that staff would address this issue during the pre-bid meeting. Ms. Rossi mentioned that staff contacted Eagle Disposal today regarding Mr. Wheeler's complaint.

Mr. Stuck welcomed the young man in attendance, who was observing as a requirement for a scout badge he was working on.

Yajaira Stone, a representative from Representative Johanny Cepeda-Freytiz's office, said she was listening this evening to learn how their office could help and serve the Township.

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 June 10th, 2024 Regular Business Meeting
2. List of Bills for Approval
 1. **General Fund - \$303,692.14**
 2. **Refuse Tax Fund- \$34,105.33**
 3. **Park Capital Outlay Fund- \$366.05**
 4. **Sewer District #3 Fund- \$73,283.55**
 5. **Fire Protection- \$97,757.84**
 6. **Capital Fund-\$3,132.54**
3. Standpipe Ordinance-Ordinance #459, Advertised June 14, 2024, for adoption this evening. The Ordinance is to amend and restate in its entirety Subsection (E), pertaining to the International Fire Code, of Section 103, entitled "Revisions to the Uniform Construction Code," of Part 1, entitled "Uniform Construction Code," of Chapter VI, Entitled "Code Enforcement," to update to the 2018 version of the International Fire Code and require an Automatic Wet Standpipe System where a Wet Standpipe System is required and a safety factor of five pounds per square inch (5 PSI) or ten percent (10%) of required residual system pressure, whichever is greater, of sprinkler systems design and installation where a sprinkler system is required.
4. Broadcasting Square-Release of Financial Security
 - a. Retail A- Area-(Outback Steakhouse)

Mr. Reichert stated that Outback Steakhouse is open for business, and Great Valley Consultants (GVC) recommends that the Board of Supervisors approve the Release of Financial Security No. 1 from the GH Spring Ridge Associates for the improvements at the Broadcasting Square Redevelopment, Pad A where Outback is located. The request is in the amount of \$418,538.40 and represents 92% of the work covered by the Improvements Agreement Security. The remaining Balance of Escrow is \$37,639.98 and consists of landscaping, soil amendments, as-built plans and contingencies, and a relocated sanitary main around the building.

Motion to authorize the Release of Financial Security No. 1 from GH Spring Ridge Associates, in the amount of \$418,538.40, was made by Mr. Kocher and seconded by Mr. Royer. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED

ACTION ITEMS FOR APPROVAL: *(Continued)*

4. Broadcasting Square-Release of Financial Security *(Continued)*

b. Retail W-1 Area (MOD Pizza & honeygrow)

Mr. Reichert stated the amount of the request for the Release of Financial Security is for the final balance, which is \$3,802.35. Mr. Reichert stated both MOD Pizza & honeygrow are open and fully functioning.

Motion to authorize the Release of Financial Security # 2 from GH Spring Ridge Associates, in the amount of \$3,802.35, was made by Mr. Wertz and seconded by Mr. Royer. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED

5. Wexcon Inc. Payment Application

Mr. Groller stated that Entech Engineering, Inc. reviewed the payment application submitted by Wexcon Inc. for work completed on the Wyomissing Interceptor Project. Entech recommends the approval of Payment Application #2 in the amount of \$392,569.70.

6. Screw Press Project

Mr. Darrah stated that the staff has reviewed the project and is requesting authorization to put the project out to bid.

7. Code Enforcement Job Description

Mr. Groller stated the updated job description was included in the meeting packet. Mr. Wozniak noted that this is the first update since 2017.

8. Street Closure Request

Chief Powell stated that the street closure request is for Friday, July 19th, from 4:00 p.m. to 11:00 p.m. in the 2500 block of Goddard Avenue for a Block Party. The applicant has provided all required items, fees, and a certificate of liability insurance, and Chief Powell recommends approval of the request.

9. Accessible Parking Request

Chief Powell stated the request is for a location in the 500 block of Lawrence Avenue. The Traffic Unit surveyed the property and reported that based on the ample off-street parking (and no apparent on-street parking issues at the time of the study), the Traffic Unit recommends that this application be denied. Chief Powell said that when he speaks to the applicant, he will explain the reason for the denial and share information on procedures to meet requirements in the future.

10. Harvard Boulevard—Multimodal Grant Application & Engineering Assistance Authorization

Mr. Murray requested the Board's support for submitting a grant application for funding construction on Harvard Boulevard. The application is for curb replacement, tree plates, and upgrades to twenty-one (21) handicapped ADA ramps. Mr. Murray noted that this is separate from an LSA Grant the Township previously applied for, and this application is due July 31, 2024. The second part of the application process is obtaining the Board's approval to work with Entech Engineering, Inc. to assist in preparing the data for submittal. Mr. Murray stated he has the support letters from the Berks County Planning Commission, Representative Johanny Cepeda-Freytiz's office, and Senator Schwank's office.

ACTION ITEMS FOR APPROVAL: (Continued)

11. Crew Leader Positions

Mr. Murray stated he is seeking authorization to post Crew Leader Positions at the Township garage and the WWTP. Mr. Groller noted that the positions are included in the Bargaining Unit Agreements, and the pay is \$1.00 an hour above the current top rate.

12. Right-to-Know Request Amendment-Resolution 2024-19

Mr. Murray requested approval of a resolution to revise the Township's current Right to Know Policy to reject anonymous requests. Mr. Macfarlane stated that the Right to Know Law and forms require applicants to identify themselves with their name and address, and this resolution is consistent with the Right to Know Law.

13. Yerger Boulevard Yard Waste Site Project Proposal

Mr. Groller reviewed the Engineering proposal the Township obtained by the direction of the Board of Supervisors for the Yerger Boulevard Yard Waste Site. Mr. Groller indicated that the staff had multiple meetings with K&W Design Environment Engineers and SRC Consultants. Mr. Groller reviewed the visual concept layout and noted that the proposed project is in two (2) phases, with phase 1 addressing the illegal dumping with controlled access & security. The second phase includes moving the finished product from the site's lower end to the site's upper end. Mr. Groller stated that K&W's proposal for the engineering scope of work is \$50,120.00.

The Board Members suggested and discussed other possible locations for the site, including an area that Mr. Darrah confirmed that the Township uses for excess dirt and pavement, noting that the area is solid rock and this area would require a lot of time and expense to remove all the rock. Key discussion points included the fact that the Township will want to restrict access to all areas surrounding the WWTP for security reasons and possible WWTP expansion mandates. Mr. Darrah confirmed for Mr. Royer that the proposed fencing would be the same type as used at the Goose Lane Yard Waste Site.

Mr. Darrah asked for authorization to close the site as soon as possible if the Township is going to review another location. Mr. Darrah stated the current situation is a challenging problem for his crew; the costs are out of control, and the police department had to respond to a situation at the site as well. Mr. Darrah reported the high costs the Township pays for milling and removing all the items dumped illegally. Mr. Groller stated that staff felt that trying to staff the site with part-time help was not worth the risk due to the interactions multiple employees have experienced with people illegally dumping and suggested changing the hours of operation the site is open to the public.

The Board members discussed different methods for temporarily blocking access. Mr. Murray mentioned that Mr. Darrah has already been in contact with PP&L and that there will be electricity at the site soon. Mr. Kocher noted that the orange fencing is down in one area where the bike trail ends. Mr. Darrah stated that the fence is installed several times yearly because people knock it down. Mr. Stuck directed staff to look into a more permanent type of fencing in the area.

Mr. Stuck stated that the Board is okay with staff moving ahead with Phase 1 of the project, the controlled access, and security.

ACTION ITEMS FOR APPROVAL: (Continued)

14. Property & Liability Insurance Renewal
Mr. Groller stated that the numbers under the current annual renewal of Property & Liability Insurance is \$242,240.00, and the expiring cost is \$225,728.00, an increase of approximately \$16,500.00 (7.3%). The renewal was put into the market this year with no significant savings results. The Township's Broker recommends that the Township stay with Traveler's Insurance and renew the Policy at \$242,240.00.

15. Authorization to Sell Police Weapons
Chief Powell requested authorization to sell used police side arms. The Department's entire inventory has been upgraded. Chief Powell stated he is seeking approval to trade in existing handguns to the Vendor who provided the new weapons and authorization to sell the used handguns to any police officer who would like to purchase their assigned weapon. Chief Powell said the trade-in price is \$225.00 per weapon.

16. Formal Offer of Employment
Chief Powell requested authorization to extend a formal offer of employment to Cody DeLong to attend the Police Academy starting July 8th, 2024, noting that this is a budgeted position. The salary per hour in the academy is \$25.00; once certified and he becomes a Patrol Officer Trainee, it will be \$42.23 per hour.

17. Letter of Support for Broadcasting Village ADA Pedestrian Connector & Loop Project
Mr. Wertz asked about the content of the letter. After the discussion, the Board agreed to sign the letter of support after changing the text to state that it would also include "*may potentially include*" and change the EMS facility to a "*public safety facility.*"

18. Play Equipment Repairs
Ms. Houck reviewed a memo and purchase order for three (3) suspension bridges to be replaced at Colony Park, Cornwall Terrace Park, and Red Caboose Park. The Township must replace the bridges as they do not meet safety standards. Ms. Houck said that the purchase is through the PA CoStars Program in the amount of \$17,400.00. Ms. Houck confirmed for Mr. Stuck that these will be brand-new replacement bridges and that the bridges are blocked off with plywood secured to the posts.

19. Online Credit Card Payment Options
Mr. Groller reviewed the proposal from Tyler Technologies, the Township's current financial software provider, to accept online credit card payments. Mr. Groller explained the current process and costs, noting roughly \$4,000.00 a month is the cost for staff to process the payments. Additionally, the Township pays a fee to accept payments through Fulton Bank as part of the Locked Box Agreement. Mr. Groller explained that the transaction fee is currently being passed on to the person utilizing the credit card for that transaction and that Tyler Technologies recommends that the Township absorb the cost and blend it into its monthly rate. Tyler Technologies estimated the cost will be \$4,200.00 a month for software usage, internal transaction processing, and credit card processor fees, which amounted to 2.9% overall. Mr. Groller indicated that the data shows that if you absorb the fee, they estimate gaining 10% additional payments.

Mr. Stuck and Mr. Royer said they would agree to waive the processing fees to residents only, not corporations or businesses.

ACTION ITEMS FOR APPROVAL: (Continued)

Motion to approve Action Items #1-3, 5-8, & 10-19 was made by Mr. Kocher and seconded by Mr. Royer. Upon roll call, All Supervisors present voted affirmatively, with Mr. Kocher abstaining from Action Item #1, Mr. Wertz abstaining from payment for Fire Fund #14, and Mr. Stuck abstaining from payment of check #111714. MOTION CARRIED

Motion to deny Action Item #9 for assessable parking in the 500 block of Lawrence Avenue was made by Mr. Wertz and seconded by Mr. Royer. Upon roll call, All Supervisors present voted to deny the request. MOTION CARRIED

TOWNSHIP DIRECTORS:

- A. Zoning/Building Codes Department – No Report
- B. Parks and Recreation Department –No Report
- C. Engineering/Planning Department– No Report
- D. Finance Department –No Report
- E. Human Resources – No Report
- F. Public Works– No Report

PUBLIC SAFETY

- A. Police Department -Chief Powell submitted a monthly report for May.
- B. Township of Spring Fire Rescue Services-No Report
- C. West Side Regional EMA- No Report
- D. Western Berks Ambulance Association-No Report

SOLICITOR: No Report

OLD BUSINESS: Website Update—Mr. Baez-Reyes presented an update of the Website Project, demonstrating the test site. Mr. Baez-Reyes said the expected go-live date for the new website is July 1, 2024. Mr. Stuck asked if residents could sign up for email notifications of site updates. Mr. Kocher stated that the new site looks excellent and thanked the staff for locating the old logo.

NEW BUSINESS:

- 1. Service Electric Boxes-Mr. Macfarlane stated that staff spoke with Service Electric this afternoon and anticipates Service Electric presenting a few hybrid solutions to minimize the number of above-ground facilities.

ANNOUNCEMENTS:


- 1. Next regular BOS Meeting will be held at 7:00 p.m. on Monday, July 8, 2024.

Mr. Stuck wished the young man in the Scouts good luck and stated that if he ever needed a project, he should contact the Township, and staff can find something for him.

ADJOURNMENT:

There being no further business, Vice Chairperson Stuck adjourned the meeting at 8:15 p.m.

Respectfully submitted,



Mary L. Rossi, Township Secretary