



TOWNSHIP OF SPRING

BERKS COUNTY, PA

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BOARD OF SUPERVISORS MEETING MINUTES OCTOBER 15, 2024

OPENING OF MEETING: The regular business meeting of the Board of Supervisors was called to order at 5:40 p.m., on Tuesday, October 15, 2024, in the Public Meeting Room of the Township of Spring Administration Building, located at 2850 Windmill Road, Spring Township, Berks County, Pennsylvania.

Mr. Kocher stated that in the absence of the Chairperson and Vice Chairperson, the Board Members in attendance this evening must vote on a temporary Chair Pro-Tem to chair the meeting.

Motion to appoint Michael E. Kocher Chair Pro-Tem for tonight's meeting was made by Mr. Wertz and seconded by Mr. Royer. MOTION CARRIED

ROLL CALL: Upon roll call, Supervisors Kocher, Royer, and Wertz were present. Supervisors Smith and Stuck were absent. Also present were John Groller, Dean Murray, Mary Rossi, Jen Bensinger, Jeremy Baez-Reyes, Paul Darrah, Judy Houck, Chief Steve Powell, Jason Reichert, Jim Moll, and Dan Becker; Esquire, Mitch Hettinger, Greg Bogia of Bogia Engineering, Jeff Simcox; Wilson School District, Sean Douty; Wilson School District, Mark Koch; Esquire representing CG Broadcasting, and Randy Fultz arrived at 6:20.p.m. Chief Colin Hackman, pspisszak, and Devin Tuohey of Concordia attended via ZOOM.

AGENDA AMENDMENTS: Action Item#7 tabled

OPEN TO THE FLOOR:

Mitch Hettinger, resident of Werner Farms and member of the OWLS Sports Club, addressed the Board, noting the grant proposal he mentioned a few months ago that the Owls were working on, that it was determined that it would not meet their needs. Mr. Hettinger requested assistance from Senator Schwank and Representative Johanny Cepeda-Freytiz's office, who suggested the OWLS apply for an LSA Statewide Grant. Mr. Hettinger stated that the grant proposal is due by November 10, 2024, and that the club is looking for the support of the Board of Supervisors. Mr. Hettinger reviewed the project, which consists of replacing the entire lighting system (initially installed in 1994) at the OWLS Field at a cost of approximately \$250,000.00. Mr. Hettinger stated that the OWLS Club American Legion Baseball Field benefits the community by providing a place for kids to play baseball, noting that it is probably the State's finest amateur baseball facility. They hold National, Regional, & State Tournaments, which economically benefits the community.

After discussion, Mr. Hettinger was directed to submit additional information, clarifying who the applicant is and what exactly he needs from the Township, and attend the next Board Meeting on October 28, 2024, so the Board can take action on his request (following Act 65).

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 September 23rd Regular Business Meeting & September 30th Budget Meeting.
2. List of Bills for Approval
 1. **General Fund - \$553,446.38**
 2. **Street Lighting Tax Fund- \$53,047.97**
 3. **Fire Hydrant Tax Fund- \$9,006.84**
 4. **Refuse Tax Fund- \$158,198.02**
 5. **Park Capital Outlay Fund- \$1,230.46**
 6. **Sewer District #3 Fund-\$920,010.23**
 7. **Fire Protection- \$58,959.45**
 8. **Capital Fund-\$17,072.02.**
3. Wexcon Payment Application
Mr. Darrah stated that he and Entech Engineering reviewed Wexcon 's Payment Application #5 for work completed on the Wyomissing Interceptor Project and recommended approval of payment in the amount of \$477,407.02.
4. Wexcon Change Order
Mr. Darrah stated the change order request is in the amount of \$8,556,69.
5. CCTV Camera for WWTP
Mr. Darrah stated the camera used to televise sewer lines broke and that it has been recommended for repair due to its style and age. Mr. Darrah recommended purchasing a new CCTV Camera System for \$105,070.00. Mr. Darrah stated some budget money was available due to the postponement of redoing the parking lot due to the current Press Project.
6. Schlouch Incorporated Payment Application
Mr. Darrah stated that Schlouch Incorporated applied for payment for work completed for emergency repairs on the wall at WWTP. Last July, a flood occurred, causing a hole in the embankment. The payment request is in the amount of \$88,887.17.
7. Administrative Building Evacuation Plan-Tabled
8. One Meridian-Release of Funds
Mr. Reichert stated the request for the final release of funds is associated with the parking lot expansion for the One Meridian office building. Mr. Reichert noted that this is an older project, and the original request to release funds was in 2014. Based on documents provided by the Surety Company, the release still needs to be completed. The work has been completed and confirmed with their consultants and Great Valley Consultants (GVC), and the staff is recommending approval of the release of the remaining balance of \$54,040.85.
9. Camelot Inn-Extension of Time
Ms. Bensinger reviewed the applicant's request for a time extension to act on the Final Land Development Plan for the former Camelot Inn.

ACTION ITEMS FOR APPROVAL: *(Continued)*

9. Camelot Inn-Extension of Time *(Continued)*

The current deadline is October 15, 2024. At their regular meeting on October 3, 2024, the Planning Commission (PC) voted to approve the recommendation that the Board of Supervisors grant an extension until December 9, 2024.

10. Hofmann Industries-Extension of Time

Ms. Bensinger stated that the deadline to act on the current subdivision's final plans for Hofmann Industries is October 30, 2024. The applicant has submitted an extension request until March 31, 2025. At their regular meeting, the PC recommended approval to the Board of Supervisors to grant the extension until March 31, 2025.

11. Resolution 2024-2022-Revised Sewage Enforcement Officer List

Systems Design Engineering (SDE) added Kevin Beyer to their staff. They requested that the Board adopt Resolution 2024-2022, adding Kevin Beyer to the Township's list of Sewage Enforcement Officers.

12. Purchase Order- Athletic Court Reconstruction

Ms. Houck requested approval of Purchase Order 2024-090 to Great Valley Consultants for the design work to develop bid specifications for athletic court reconstruction at Colony Park and Cornwall Terrace Park. The courts need to be reconstructed before resurfacing, and the price is \$9,924.00. The proposal includes the site evaluation, the development of construction drawings, the preparation of bid specifications, the administration of the bid process, and construction observation and inspection.

Ms. Houck confirmed for Mr. Kocher that the proposal includes all the paved court surfaces at Cornwall Terrace, including the basketball and tennis court, and additional asphalt for play courts and the two tennis courts at Colony Park.

Mr. Wertz questioned the status of the Comprehensive Plan. Ms. Houck said that in September, the Parks and Recreation Board received draft #6, and those corrections have been sent back to the consultant. A public meeting is scheduled for November 21st, and any input from the public at that meeting that the committee elects to add to the plan will be included, and then a draft will be sent to the Board of Supervisors for review. Mr. Wertz said that before the athletic court's reconstruction, he questioned if anything in the Comprehensive Plan pertained to the athletic courts. Ms. Houck noted that the plan recommends updating Master Site Plans but not anything specific to Cornwall Terrace or Colony Park. Ms. Houck pointed out that these two parks were built in the 1970s, and the goal is to make these two small neighborhood parks safer with playable conditions on the courts.

ACTION ITEMS FOR APPROVAL: (Continued)

Motion to approve Action Items #1-6 & 8-12 was made by Mr. Royer and seconded by Mr. Wertz. Upon roll call, Mr. Wertz abstained from voting on approval of payment of Fire Fund#14 and voted no on approval of Action Item #12- Athletic Court Reconstruction.

**All other Action Items were approved. MOTION CARRIED*

Fire Fund #14 was not approved for payment by a vote of 2-0-1. (Mr. Royer-Yea, Mr. Kocher-Yea, & Mr. Wertz abstained.)

Action Item #12 – Approval of purchase order -Great Valley Consultants- Athletic Court Reconstruction was not approved, vote was 2-1-0. (Mr. Royer-yea, Mr. Kocher-Yea, and Mr. Wertz-No).

TOWNSHIP DIRECTORS:

A. Zoning/Building Codes Department -No Report

B. Parks and Recreation Department -Ms. Houck said that the Board received flyers at their seats this evening noting the Public Meeting for the Kline's Creek Master Site Plan, which is this Saturday, October 19th, from 10:00 a.m. to 12:00 p.m. at the park. The public meeting for the West Wyomissing Park Master Site Plan will be on October 29th in the Public Meeting Room at the Township administrative building. Ms. Houck explained that the purpose of these meetings is to gather input from the public, and everyone is welcome to attend.

C. Engineering/Planning Department

1) Beacon Ave-Variance Requests

Ms. Bensinger reviewed a variance request submitted to the Zoning Hearing Board by Barry Bilbo regarding lots in Sinking Spring Terrace. Sinking Spring Terrace is an older development near Fritztown Road and Old Fritztown Road. Ms. Bensinger reviewed the lots in question and their dimensions, along with a sketch illustrating to the east where the Klinger Project is located, where the proposed low-pressure sanitary sewer system is to be installed, and where the water supply is to be extended up the "paper street" of Beacon Avenue. Ms. Bensinger said the lots are located on a "paper street," an unopened street mainly used as driveways for people to access their properties. The properties are located within the Low-Density Suburban District (LDS). Ms. Bensinger reviewed the requirements for this district and the applicant's request.

Plot 1 (Lots 297 & 298) Requests:

- The side and rear yard requirements be changed to six feet, the front yard requirement be reduced to fifteen feet, and the ability to pave closer than two (2) feet to the property line.
- The ability to build an accessory structure on the lot (garage) without a principal structure (dwelling).

Plot 2 (Lots 291 through Lots 294) Requests:

- The setbacks be changed to six (6) feet for the side and rear yards and fifteen feet for the front yard, as well as the ability to pave within two (2) feet of the property line.
- The ability to build a dwelling and utility building (garage) could result in another accessory structure without a principal structure.

TOWNSHIP DIRECTORS: *(Continued)*

C. Engineering/Planning Department *(Continued)*

1) Beacon Ave-Variance Requests *(Continued)*

Ms. Bensinger read the review comments, noting that detached accessory structures are not permitted on a property without a principal dwelling. A garage by itself is not permitted by right in the LDS Zoning District. If permitted, there is concern about the potential of the garage being rented, leased, or sold as a commercial storage unit or vehicle maintenance, which does not keep with the character of the LDS Zoning District.

At the October 3rd public meeting, the Planning Commission recommended that the Zoning Hearing Board deny the requested variances.

The Board opted not to make a recommendation on the variance requests for Beacon Avenue.

2) Wilson School District -Lincoln Park Elementary Zoning Requests

Mr. Reichert stated that the Wilson School District (WSD) is looking to develop a new elementary school at the location of the previous Lincoln Park Elementary School. The proposal is larger in size than the previous school and will serve approximately 450 students. Mr. Reichert reviewed the applicant's requested relief, which included the following:

- §309 (C) (9) Special Exception Approval for a school within the MDS District. As a school was there previously, Mr. Reichert stated that staff determined the Special Exception is unnecessary.
- §309(F) Impervious Coverage-Maximum permitted is 60%, applicant requests 65%.
- §309(F) Building Height-Maximum permitted is 30 ft; applicant proposes 35 ft.
- §324(B)(87)(a) Schools to be located along a Collector or Arterial Street-Adjoining streets, including West Wyomissing Court, are local streets.
- §405(I)(1)(a) Minimum 20-foot Buffer Yard Width- Reduced widths of 10 feet and 8 feet at several locations, and no planting screen at one location.
- §706 (C) Minimum 10% Landscaping within Paved Areas-Applicant proposed 3.45%.

Kraft Engineering staff reviewed the Traffic Study submitted by the applicant, including an expansion requested by the Planning Commission that included SR 724 and Wyomissing Boulevard, and it was determined satisfactory. Mr. Reichert reviewed the traffic improvements, including traffic entering and exiting off of W. Wyomissing Court and exiting only at Amherst Avenue.

TOWNSHIP DIRECTORS: (Continued)

C. Engineering/Planning Department (Continued)

2) Wilson School District -Lincoln Park Elementary Zoning Requests

Mr. Reichert stated that by a vote of 6-1-0, the Planning Commission recommended that the Zoning Hearing Board approve the requested variances conditional upon the following:

1. Maintenance of Easement
2. Completing the sidewalks
3. Adding speed hump to the 2-way access drive
4. Installation and maintenance of a concrete sidewalk along the access drive from West Wyomissing Ct to the school.

A motion to recommend approval to the Zoning Hearing Board for the variance requests with noted conditions as recommended by the Planning Commission was made by Mr. Royer and seconded by Mr. Wertz. Upon roll call, All Supervisors in attendance voted affirmatively.

MOTION CARRIED

3) CG Broadcasting LLC-Special Exception & Variance Requests

Special Exception Request:

Mr. Moll stated the first requests are for Special Exceptions, which will need approval from the Zoning Hearing Board. The request is under the provision of Section 324(B)(65)(f)(1) because specific uses for a bank, restaurant, and coffee shop will all contain drive-through facilities. Mr. Moll stated at the Planning Commission Meeting on October 3, 2024, the applicant withdrew their request for drive-through facilities for the proposed restaurant. Mr. Moll reviewed the staff's review of the requests. The Planning Commission recommended that the Zoning Hearing Board grant the Special Exception request for drive-through facilities for the financial institution and the coffee shop, predicated upon retail use being approved; this was conditioned upon:

1. The applicant demonstrating compliance with all drive-through regulations of Section 707
2. No alcohol shall be served at the Coffee Shop
3. At the land development stage, an in-depth review of the drive-through facilities and the internal vehicular circulation will be conducted.

The Board decided not to make a recommendation to the Zoning Hearing Board.

Sign Variance Requests:

Mr. Moll reviewed the applicant's request for several variances from the Zoning Hearing Board for signage proposed to be installed on the site. The request pertains to the maximum permitted sign area of 160 square feet specified under Section 603(D)(2) and includes wall-mounted and free-standing signs. The proposed wall-mounted signs are:

- Building 100- an organic grocery store-total wall sign area equals 871 square feet.
- Building 600- a financial institution-total wall sign area equals 224 square feet.
- Building 800- a sit-down restaurant-total wall sign area equals 275.75 square feet.
- Building 900- a sit-down restaurant-total wall sign area equals 287.9 square feet.

The application included four (4) proposed free-standing signs. Mr. Moll explained that these are permitted due to shopping center-type regulations for this development portion.

TOWNSHIP DIRECTORS: *(Continued)*

C. Engineering/Planning Department *(Continued)*

3) CG Broadcasting LLC-Special Exception & Variance Requests *(Continued)*

Sign Variance Requests: *(Continued)*

Mr. Royer asked about the size of the signage, and Mr. Tuohey confirmed that the applicant reduced the size of their typical required sign package, and it is a condition in the lease that the signage is what it is, noting that the design is very thoughtful, well lit, and well designed, noting that the sign must be visible from SR 222. Mr. Koch added that it is considered the neighborhood concept; the minimum, they can function efficiently and safely guide people through the shopping center to the facility and back out to the roadway.

Mr. Royer questioned whether the Planning Commission Meeting discussed whether the Township's current Sign Ordinance needs to be updated. Mr. Moll and Mr. Becker said there was informal discussion, noting that it is usually decided on a case-by-case basis. Mr. Koch confirmed for Mr. Royer that there would not be any electronic changeable copy signs.

Mr. Moll stated that the Planning Commission has recommended that the Zoning Hearing Board grant the requested four (4) sign variances with the condition that there will not be any electronic changeable copy signs.

Motion to recommend approval of the requested Sign Variances to the Zoning Hearing Board with the condition that there are no electronic changeable copy signs was made by Mr. Royer and seconded by Mr. Wertz. Upon roll call, All Supervisors present voted affirmatively.
MOTION CARRIED

4) 2802 Paper Mill Road-Post Acute Hospital Lot Line Adjustment

Mr. Reichert stated that the proposed project is a Boundary Line Adjustment for the two lots that comprise the Reading Hospital Post Acute Center on Paper Mill Road. Lot 1 includes the existing medical facility, whereas Lot 2 includes a vacant undeveloped grass area east of the facility and a small parking lot south of the facility. The proposed lot line adjustment would shift roughly 2.1 acres from Lot 2 to Lot 1, which includes a parking area.

At the Planning Commission meeting held on October 3, 2024, the PC approved a recommendation to the Board of Supervisors that they approve the Lot Line Adjustment Plan for 2802 Paper Mill Road conditioned upon items listed in the Engineering review letter dated October 2, 2024, and conditional upon the plans showing all existing utility easements.

Mr. Reichert said that after the Planning Commission Meeting, internal staff met, which led to the following additional recommendations to the Board of Supervisors:

1. The deed for the property should be amended with new metes and bounds for the overall property.
2. A Shared Access Agreement shall be executed for the existing private drive providing access for Lots 1 and 2, and any future lots.
3. A shared Access Agreement shall be executed for existing stormwater features for inspection and maintenance.
4. A note should be added to the plans stating that the existing private drive is to remain private.

TOWNSHIP DIRECTORS: (Continued)

C. Engineering/Planning Department (Continued)

4) 2802 Paper Mill Road-Post Acute Hospital Lot Line Adjustment (Continued)

If the Board of Supervisors recommends approval, these conditions should be noted on the plans before municipal endorsement.

Motion to approve the Preliminary/Final Plans for the lot line adjustment subject to the conditions subject to conditions that Mr. Reichert reviewed was made by Mr. Royer and seconded by Mr. Wertz. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED

Mr. Becker left the meeting at 6:50 p.m. for a prior commitment.

D. Finance Department- No Report

E. Human Resources - No Report

F. Public Works- Mr. Kocher asked Mr. Darrah about the status of the repairs on Synder Road. Mr. Darrah stated that the work should be completed by the first week of November.

PUBLIC SAFETY

A. Police Department

1) Removal of No Parking Signs-Tabled

2) Extension of Yellow Curb -Intersection of S. Wyoming/Martins Rd. Southbound

Chief Powell stated that several residents complained that motor vehicles operating on S. Wyoming Drive, trying to turn on Martin Road, are at a safety disadvantage due to the intersection, line of sight, the turning radius where motorists need to pull out in the middle of the road to see around parked vehicles, and the speed of drivers on Martins Road. Chief Powell said that Officer Keene conducted an in-depth Speed Study, and it was determined that there is a line-of-sight issue. Officer Keene recommends installing a "No Parking from here to corner" sign and adding another seventy-five feet of yellow curbing to prohibit parking. Chief Powell noted that approval of this request does not add additional regulations to the Township.

Motion to approve the recommendation of the sign and extension of the yellow curb, as requested, was made by Mr. Royer and seconded by Mr. Wertz. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED

B. Township of Spring Fire Rescue Services -Chief Hackman submitted a monthly report.

C. West Side Regional EMA-No Report

D. Western Berks Ambulance Association-monthly report provided.

SOLICITOR-No Report

OLD BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS/COMMUNICATIONS

1. Next Meeting will be held on Monday, October 28, 2024.

ADJOURNMENT:

There being no further business, Chairperson Pro-Tem Mr. Kocher adjourned the regular meeting at 7:00 p.m.

BUDGET MEETING

BUDGET REVIEW

Public Work Department:

Mr. Darrah stated that the Public Works Department crew maintains one hundred sixteen miles of roadway and five Township buildings and assists the Parks & Recreation Department in maintaining sixteen parks and over two hundred fifty-three acres of grass. Mr. Darrah stated that the Department has sixteen full-time employees and one part-time employee. The Department covers many facets, which include paving for smaller projects, repairs on country roads, storm sewer and catch basin repair, concrete repair, building maintenance, street sweeping, leaf collection, snow removal, maintaining both yard waste sites, mowing, storm removal, and many other areas in the Township that save thousands of dollars. Mr. Darrah stated that the Department is requesting an additional crew member. He reviewed the history of the Department, including that staff used to be a department of eighteen besides management. The Department has sixteen employees and is doing more work than previously. Mr. Darrah stated that Randy Fultz does an excellent job running the day-to-day operations with what the Department has, noting the Department could use an additional employee to assist the crew in doing more work in-house rather than outsourcing.

Mr. Darrah reviewed the estimated cost of a demo model street sweeper that is available, stating that the Township needs a second sweeper, noting that the sweeper the Department currently uses is the wrong one for our system, as it is built for cinders and heavy debris. We are currently looking at a vac system (all air circulation) designed better for lighter to heavy pickup and having a hose on the back to catch basin cleanout and other uses. Mr. Darrah said that the way the State is coming down on local municipalities for following MS4 guidelines, the Township needs to get caught up where it needs to be.

Mr. Darrah reviewed the request to replace the three oldest or most costly trucks with a five-year rotation. The budget also includes a request for a lean-to-building at the Township garage to keep vehicles and equipment out of the weather.

BUDGET REVIEW

Parks and Recreation Department

Ms. Houck presented the Department's operating budget and what the Department hopes to do next year. Ms. Houck indicated that most registration fees are driven by Summer Playground operating expenses, noting this year's proposed budget for the Department does not have a lot of drastic changes. There are a few additions, due to the Board's interest in special events, a Golf Tournament was added.

Mr. Kocher stated that Ms. Houck has the backing of the Parks and Recreation Department and thinks she does a great job.

BUDGET REVIEW (Continued)

Parks and Recreation Department (Continued)

Ms. Houck stated that the Department takes care of sixteen parks and nine play structures. Ms. Houck reviewed ongoing projects carried over from 2024 and new proposed projects. The projects include field drainage repairs at General Frank's Field, and the Master Site Plan at Wyomissing has started and is about halfway through. The first meeting for Kline's Creek Park was at the end of September, and the Public Meeting is scheduled for this Saturday. Budgeted for Master Site Plans for Shiloh Hills and Cacoosing Park, noting that the Comprehensive Plan recommends Master Site Plans for all the parks, especially before construction starts. West Wyomissing Park- A Meeting was held last Thursday, and funds are budgeted for Phase 1.

Ms. Houck said the roof at Cacoosing Meadows Park needs to be replaced, roof lights need to be replaced, and the lighting that lights along the path from the concrete bridge, down the pavilion, and over the hill needs to be replaced. Ms. Houck reviewed the proposed budgeted project for the Werner Farm Trail, noting that this year, the Township did an MS4 Project in the holding pond area. There have been some significant washouts in the swale that comes under Old Fritztown Road, across the field, and it runs down the back of the homes on Andrew Court, and then it goes back under the trail that it is supposed to run down, between the sound wall on SR 222 and the trail. GVC provided an estimate for the design to correct the issue, as the trail is starting to wash out.

Ms. Houck said that the Survey Results indicated that residents want the Township to maintain open space and are very interested in keeping our facilities in good condition.

ADJOURNMENT:

There being no further business, Chairperson Pro-Tem Mr. Kocher adjourned the Budget Meeting at 8:37 p.m.

Respectfully submitted,



Mary L Rossi, Township Secretary