



# TOWNSHIP OF SPRING

Board of Supervisors

**BERKS COUNTY, PA**  
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## REGULAR MEETING MINUTES

JANUARY 6<sup>th</sup>, 2025

**CALL TO ORDER:** Chairperson Smith called a regular business meeting of the Board of Supervisors to order on Monday, January 6<sup>th</sup>, 2025, at 7:30 p.m. 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, Kocher, Royer, and Wertz were present. Also present were John Groller, Dean Murray, Mary Rossi, Jen Bensinger, Jeremy Baez-Reyes, Chief Hackman, Judy Houck, Paul Darrah, Aaron Wozniak, Lieutenant Steve Brock, Jason Reichert, Daniel Becker; Esq, Don Haas; Bogia Engineering, and Jeff Simcox; Wilson School District. Jeff Shyk attended via ZOOM.

**AGENDA AMENDMENTS:** *The motion to add Action Item #8 – Approval of Payment of List of Bills was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, All Supervisors present voted affirmatively.*  
**MOTION CARRIED**

**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 December 23<sup>rd</sup> Meeting
2. Authorization to Sell Township Vehicles-Approval to sell two (2) Township vehicles on Muncibid.
3. Contract Extension- Shiloh Hills Park Meadow Management  
Ms. Houck stated that Mr. Balthaser verbally agreed to extend the contract for one year at the 2024 contract price. Ms. Houck confirmed for Mr. Stuck that Mr. Balthaser pays the Township for the two mowings he is permitted to take.
4. 2025 PRPS Conference  
Ms. Houck requested approval to attend the 2025 Pennsylvania Recreation and Park Society's Annual Conference, scheduled for Sunday, March 16<sup>th</sup> through Wednesday, March 19<sup>th</sup>, at the Hershey Lodge and Convention Center in Hershey, PA.

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

5. Approval of Purchase Order-Cacoosing Meadows Park Light Project  
Ms. Houck requested approval of Purchase Order PR-2025-001 in the amount of \$28,800.00 through the PA CoStars Program for the Pavilion and Pathway Light Replacement Project at Cacoosing Meadows Park, noting that the project was a 2025 budgeted item.
6. Formal Offers of Employment for the Police Department  
Lieutenant Steve Brock respectfully requested approval of two (2) formal offers of employment for two (2) candidates, Richard Spatz and Trentin Posta, for police officers of the Township of Spring Police Department, noting that the positions were budgeted and their start date at the Reading Police Academy will be January 9<sup>th</sup>, 2025.
7. Contract Change Order-Mowing & Trimming Municipal Properties  
The request is for a one-year extension at the 2024 unit prices.
8. List of Bills for Approval
  1. General Fund - \$180,045.44
  2. Fire Hydrant Tax Fund - \$9,006.84
  3. Refuse Tax Fund - \$100,177.38
  4. Sewer District #3 Fund - \$80303.01
  5. Fire Protection- \$ 32,479.28
  6. Capital Fund-\$124.00

*The motion to approve Action Items #1 through #8 was made by Mr. Stuck and seconded by Mr. Wertz. Upon roll call, All Supervisors present voted affirmatively with the following exceptions:*

*Mr. Wertz abstained from voting on payment for Fire Fund #14, Mr. Kocher voted no on Action Item #6-Extending a formal Offer of employment to Mr. Posta, and Ms. Smith abstained from voting on payment of check #113061. MOTION CARRIED*

**TOWNSHIP DIRECTORS**

- A. Zoning/Building Codes Department – Mr. Wozniak submitted a monthly report for December.
- B. Parks and Recreation Department-Ms. Houck said that she distributed memos giving the Board an update on the Comprehensive Plan responses to some of the comments that were sent to the consultant. Ms. Houck noted that Mr. Wertz and Mr. Stuck received the first draft of the West Wyomissing Master Site Plan Project at their seats, and the other Committee Members' drafts were mailed.
- C. Engineering/Planning Department
  - 1) 3333 Penn Avenue-Ms. Bensinger stated that Service Electric Cable Vision, Inc. proposes using the existing buildings on their property as an Internet service facility. The proposed improvements include the construction of a 1,000 ft addition to the existing garage building located to the left rear corner of the property and renovations to the existing office building. Service Electric is proposing to add a customer service area to the front portion of the building. Ms. Bensinger noted that the proposed improvements include the installation of sidewalks along Stevens and Penn Avenue.

**TOWNSHIP DIRECTORS** (Continued)

C. Engineering/Planning Department (Continued)

1) 3333 Penn Avenue (Continued)

There currently aren't any sidewalks at the location due to the steep slope. As part of securing the steep slope and installing the sidewalk, the applicant proposes installing a retaining wall. Due to the height of the proposed wall in the front yard, the applicant needed to seek a special exception for zoning relief from the Zoning Hearing Board and requested a special exception to use the property as a public utility facility. Other improvements the applicant will make to the property include installing landscaping and trees, adding green space between the sidewalk and curbing, which decreases the impervious coverage.

At the January 2<sup>nd</sup>, 2025, Planning Commission (PC) Meeting, the PC recommended that the Board of Supervisors approve the Preliminary/Final Plans contingent upon the following:

1. Approval of the requested special exceptions from the Zoning Hearing Board.
2. All conditions set forth by the formal Decision from the Zoning Hearing Board.
3. Resolution of all remaining comments listed in the January 2<sup>nd</sup>, 2025, Township Engineering review letter.
4. Review and approval of the sidewalk easement by the Solicitor's office.

Mr. Royer questioned if the retaining wall was going to be flush with the ground on the upper side of the slope. Mr. Haas of Bogia Engineering said the wall will generally be flush with the grass, and they are bringing the sidewalk to have a little pitch to the street for drainage, noting it is only in the rear where it will connect to an approximate 6ft wall on the WAWA property. Mr. Haas confirmed that there will be landscaping and a fence.

Ms. Bensinger stated that the Zoning Hearing Board reviewed the applicant's request on December 18<sup>th</sup>, 2024, and a formal Decision is scheduled for January 22<sup>nd</sup>, 2025.

*The motion to approve the Preliminary Land Development Plans with noted conditions as outlined by the PC was made by Mr. Stuck and seconded by Mr. Wertz. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED.*

2) Wilson Southern Middle School

Mr. Reichert reviewed the proposal submitted by the Wilson School District (WSD) to construct a 12,116 ft two-story building along Windmill Road and Iroquois Avenue. The Zoning Hearing Board granted the applicant a variance on November 20<sup>th</sup>, 2024. The applicant has submitted three (3) waiver requests.

- a. Waiver of the Preliminary Plan process, treat this project as a single-stage approval process. Section 502(A)
- b. Plan Scale Request- Plans have been drawn to a scale of 1"=20', rather than then the specified scale of 1"=50'. Section 503(C)(B)(2).
- c. Waiver of the requirement to complete a boundary survey and setting the elevation of concrete monuments at all corners of the 42-acre school property. The property boundary has been established in the areas where any construction is occurring, and no property is being subdivided. Section 503(C)(B)(5) & 503(C)(E)(2).

**TOWNSHIP DIRECTORS** (Continued)

C. Engineering/Planning Department (Continued)

2) Wilson Southern Middle School (Continued)

Mr. Reichert said that the PC recommended that the Board of Supervisors approve the requested waivers at their January 2<sup>nd</sup>, 2025, public meeting.

*The motion to approve the waiver requests a.b. & c. for the Wilson Southern Middle School Project was made by Mr. Stuck and seconded by Mr. Kocher. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED*

Mr. Reichert stated at the PC's January 2<sup>nd</sup>, 2025, public meeting the PC recommended that the Board of Supervisors approve the Preliminary/Final Plans for the Wilson Southern Middle School Project, conditioned upon:

1. Resolution of all remaining comments in December 18<sup>th</sup>, 2024, Township Engineering review letter.
2. Approval of the NPDES Permit.
3. Execution and recording of a Municipal Improvements Agreement and Stormwater O&M Agreement.

*The motion to approve the Preliminary/Final Plans for the Wilson School District with noted conditions was made by Mr. Stuck and seconded by Mr. Kocher. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED*

- 3) 2917 Windmill Road-Mr. Reichert reviewed the proposed project and variance and special exception requests, noting that the applicant had previously gone through the Zoning Hearing Board (ZHB) approval process. Mr. Reichert stated that with the previously submitted plans, the applicant ran into some stormwater issues. The applicant could not get the infiltration rates they needed for the additional impervious areas for parking and the buildings. The applicant has reduced the impervious areas on the proposed plans with a revised layout of just two (2) buildings, which will go to three (3) floors per building, for a total of 48 units. At this stage, it is just a zoning request to the ZHB. Mr. Reichert stated that when the applicant came through the ZHB, they received several approvals and submitted requests for their revised plans to the ZHB.

The applicant has requested the following:

- a. Approval of a special exception to allow Garden Apartments within the POB Zoning District. Section 324(B)(65)(e)(1). (*The ZHB previously granted this request on March 8<sup>th</sup>, 2023.*)
- b. A variance of Section 324(B)(65)(i) as the apartments would exceed the permitted maximum floor area. (*A similar variance was previously granted as part of the original layout by the ZHB on March 8<sup>th</sup>, 2023.*)
- c. A variance of Sections 324(B)(65)(i) the 20% minimum requirement for this Retail Use group. The applicant proposes no retail. (*The ZHB previously granted this request on March 8<sup>th</sup>, 2023.*)

Mr. Reichert stated that at their January 2<sup>nd</sup>, 2025, public meeting, the PC recommended that the Board of Supervisors approve the special exception and variance requests. Mr. Reichert confirmed for Ms. Smith that the height of the 3<sup>rd</sup>-floor buildings is 30 feet.

*After review, the Board of Supervisors decided not to make a recommendation to the Zoning Hearing Board.*

**TOWNSHIP DIRECTORS** (Continued)

- D. Finance Department - No Report
- E. Human Resources - No Report
- F. Public Works – Mr. Darrah submitted a monthly report for December. Mr. Darrah stated that since the Goose Lane Yard Waste Site is gated and secure, it was ground twice in 2024 for a total cost of \$29,460.00. In 2023, when the site was still open without gated access, it cost the Township \$135,000.00. Ms. Smith asked if signs were installed at the Yerger Boulevard Waste Site, guiding residents to the administration building for key cards. Currently, the Township has the information on the Township's website and in the Communicator that was mailed out to all residents.

**PUBLIC SAFETY**

- A. Police Department – No Report
- 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-No Report

**SOLICITOR** – No Report

**OLD BUSINESS:** –None

**NEW BUSINESS:** -None

**ANNOUNCEMENTS:** -Updated Board Committee List

1. The next meeting will be held at 7:00 p.m. on Monday, January 22<sup>nd</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