



# TOWNSHIP OF SPRING

Board of Supervisors

**BERKS COUNTY, PA**  
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## REGULAR MEETING MINUTES JANUARY 27<sup>th</sup>, 2025

**CALL TO ORDER:** Chairperson Smith called a regular business meeting of the Board of Supervisors to order on Monday, January 27<sup>th</sup>, 2025, at 7:12 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, Chief Powell, Jason Reichert, Lieutenant Ritchey Troutman, Sergeant Todd Peterson, family and friends of Lieutenant Troutman and Sergeant Peterson, Township Police Officers, Daniel Becker, Esq., L. Zerbe, Duane & Shirley Lichtenberger, Matthew Mack ; Mack Engineering, Anthony Petersheim; Lancaster Design Build, and Jolene Remus; Court Reporter. Joe, Adam, Juan, and William Joch Jr. attended via ZOOM.

### **EMPLOYEE RECOGNITION:**

#### **Lieutenant Ritchey Troutman: Resolution 2025-09-Recognizing Lieutenant Ritchey Troutman**

Ms. Smith read Resolution 2025-09, recognizing Lieutenant Ritchey Troutman for his 36 years of service with the Spring Township Police Department. The Township of Spring Board of Supervisors, staff, and residents acknowledge his years of community service with appreciation. The Pennsylvania State Association of Townships (PSATS) provided a letter and certificate honoring Lieutenant Ritchey's service.

#### **Sergeant Todd Peterson: Resolution 2025-10-Recognizing Sergeant Todd Peterson**

Ms. Smith read Resolution 202-10, recognizing Sergeant Todd Peterson for his 31 years of service with the Spring Township Police Department. The Township of Spring Board of Supervisors, staff, and residents acknowledge his years of community service with appreciation. The Pennsylvania State Association of Townships (PSATS) provided a letter and certificate honoring Sergeant Todd Peterson's service.

Chief Powell presented Lieutenant Troutman and Sergeant Peterson plaques from the Police Department. Chief Powell read the plaque inscriptions, starting with Lieutenant Troutman, noting his service from 07/18/1988- 12/31/2024, in appreciation of his many years of dedicated service to the citizens of the Township of Spring and the Township of Spring Police Department. Sergeant Peterson was presented with a plaque, noting his service from 7/13/1993-12/31/2024, in appreciation of his many years of dedication to the citizens of the Township and the Township of Spring Police Department. Chief Powell thanked Lieutenant Troutman and Sergeant Peterson for a job well done, appreciating all their hard work, and wished them well in their retirement.

**NEW EMPLOYEE INTRODUCTION:**

Chief Powell welcomed and introduced the Township's Police Department's most recent hire- Officer Cody DeLong and wished him success. Chief Powell thanked the Board for permitting the time to honor the officers.

*Ms. Smith paused the Regular Meeting to start the advertised Conditional Use Hearing for 231 Wheatfield Road.*

**CONDITIONAL USE HEARING:**

Mr. Becker stated the Conditional Use Hearing is for an application submitted by Duane & Shirley Lightenberger at 231 Wheatfield Road. Mr. Becker noted that a Stenographer is present to take the minutes of the Hearing. Mr. Becker read the Administrative Exhibits #1 through 19.

Mr. Reichert explained the reason for the application and the relief requested. The applicant has proposed subdividing their overall parcel, which is approximately 17 acres, looking to subdivide off approximately 3.16 acres, proposing a single-family home. The property is in the Rural Conservation (RC) District, and a small portion is in the Rural Suburban (RS) District. Mr. Reichert noted that within the RC District, a single-family detached dwelling is permitted by right under specific conditions. Mr. Reichert said that a Conditional Use Hearing is required when you subdivide a small piece of property larger than ten (10) acres within the RC District. Mr. Reichert stated that through a review of the application, staff discovered that a fence crosses over several places in the Township's sewer easement and privately owned sewer laterals.

After the conclusion of the testimony, Ms. Smith adjourned the hearing and reconvened the regular meeting at 7:40 p.m.

*Motion to approve the request for Conditional Use for 231 Wheatfield Road with noted conditions and recommendations from the Planning Commission and the Infrastructure Committee was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, All Supervisors present voted affirmatively.*

**MOTION CARRIED**

*\*Note: All testimony, minutes, and conditions are in the official transcript*

Mr. Reichert suggested moving the easement encroachment request for 231 Wheatfield Road up for discussion.

**Township Director of Engineering Item C.1 231 Wheatfield Road Easement Encroachment**

Mr. Reichert stated that if an applicant presented an application with a fence and would want to cross an easement of any type, they are not typically permitted to do that. The applicant may request a recommendation from the Infrastructure Committee (IC), and then the Board of Supervisors has the authority to approve or deny the encroachment request. Mr. Reichert reviewed the areas where three (3) encroachments remain. The applicant has agreed to the conditions presented, including removal of the fence as needed. Mr. Reichert confirmed for Mr. Stuck if the applicant does not take the fence down promptly, if requested by the Township, the Township would remove the fence and charge that cost to the applicant. Mr. Reichert confirmed for Mr. Wertz that the fence is there to contain animals on the property.

*Motion to authorize the fence encroachments on 231 Wheatfield Road following the conditions that were presented during the Conditional Use Hearing was made by Mr. Stuck and seconded by Mr. Wertz. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED*

**AGENDA AMENDMENTS:** None

**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 January 6<sup>th</sup>, 2025, Re-Org & Regular Meeting, and January 13<sup>th</sup> Special Meeting
2. List of Bills for Approval
  1. **01- General Fund - \$636,260.84**
  2. **02- Street Lighting Tax Fund - \$4,028.30**
  3. **03- Fire Hydrant Tax Fund - \$10.58**
  4. **04- Refuse Tax Fund - \$155,624.73**
  5. **08- Sewer District #3 Fund- \$213,633.04**
  6. **14- Fire Protection-\$125,436.37**
  7. **18- Capital Fund-\$17,515.50**
  8. **85- Developer Escrow-\$21,289.02**
3. 417 Herington Drive-Authorization to Execute Stormwater Operations & Maintenance Agreement
4. 138 Wheatfield Road-Authorization to Execute Stormwater Operations & Maintenance Agreement
5. Berks County Construction Code Board of Appeals Standard Agreement  
Mr. Wozniak stated that the Township has had this agreement since 2004, noting it is the best way for the Township to manage the requirements of the County.
6. Trinity Solar  
Mr. Wozniak stated that Trinity Solar had submitted a refund as five (5) properties canceled their contract. Mr. Wozniak recommended approval to refund Trinity Solar, less the costs the Township incurred through reviews.
7. Engineering Work Order-Entech Engineering, Inc.  
Mr. Darrah stated the Engineering Work Order (EWO) request from Entech Engineering, Inc. is for the work completed for the 2024 Chapter 94 Report. This annual report is required by the Department of Environmental Protection (DEP).
8. Eastern Environmental Payment Application  
The payment request is Application Payment #1 for work completed on the Screw Press Project in the amount of \$80,470.00.
9. Cacoosing Meadows Park Pavilion Roof Replacement  
Ms. Houck submitted a purchase order from Bachman's Roofing to replace the roof on the large pavilion at the Cacoosing Meadows Park. The purchase will be through the COSTARS Contract at \$24,999.00. Ms. Houck noted that this expense was a budgeted item. After a lengthy discussion on this project, this item was tabled to obtain additional quotes.

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

10. Turf Fertilization & Weed Control Services

Ms. Houck stated the proposed COSTARS contract is with Tomlinson Bomberger Lawn Care and Landscape, Inc. at the cost of \$18,017.00 for fertilization and weed control of certain municipal properties.

11. Police Department-Conditional Offer of Employment

Chief Powell requested authorization to extend a Conditional Offer of Employment to a candidate as a Police Officer with the Township of Spring Police Department. The candidate is currently a certified Act 120 police officer and would not require enrollment at the police academy.

12. Parks & Recreation Department Re-Organization Plan

13. Non-Uniform Time Off Policy

Mr. Groller reviewed the current policy, and the proposed changes requested.

*Motion to approve Action Items #1-8 & 10-13 was made by Mr. Stuck and seconded Mr. Wertz. Upon roll call, All Supervisors present voted affirmatively with Mr. Wertz abstaining from voting on Fire Fund #14, Mr. Stuck abstaining from voting on payment of check # 113107, and Ms. Smith abstaining from voting on payment of check# 113181. MOTION CARRIED*

**TOWNSHIP DIRECTORS**

- A. Zoning/Building Codes Department – Mr. Wozniak submitted a 2024 Annual Report, noting that the data overall projects stability in the Township.
- Total number of permits issued: 875
  - The value of construction added to the Township (not including the apartments that were prorated in 2023) was \$24,796,067.81
  - Four (4) new homes were built
  - Solar Energy remains popular: 71 solar roof permits were issued.

Approximately ten years ago, the Board of Supervisors added solar energy to the Township's ordinance to accommodate solar requests, and it appears the Township is achieving those results. New in 2024 was a Macy's, improvements to surgery centers, a warehouse was filled that was empty for twenty (20) years, an additional daycare center is currently being built, Tosco Restaurant is on Penn Ave, a dispensary, and a very large Fine Wine & Goods Spirit Store.

Pre-Settlement Inspections: Mr. Wozniak said that the National Real Estate Association says sales are down, noting that the Township's sales went up. 46% of the pre-settlement inspections received correction notices.

Complaints: 174 Complaints were received by the Codes Department in 2024.

**TOWNSHIP DIRECTORS** (Continued)

A. Zoning/Building Codes Department (Continued)

The Zoning and Codes Department has grown, and Mr. Wozniak stated that he appreciates the Board's support. Other highlights for 2024 include:

- New Sewage Enforcement Officer
- Reserve of Iroquois is complete
- Recodification of the Township Ordinances- Ms. Rossi, Ms. Bensinger, & Mr. Wozniak are working on that project and are on Phase 2.
- A Blight Committee was formed with the Fire Department.

The goals for 2025 are to complete the training for the new Department positions and develop a new lobby system for the Codes Department. Looking forward to improving the Township's website and our Land Management Software and working with our Sewage Enforcement Officer to reinstate the Sewage Management Program for On-Lot Systems.

Mr. Stuck asked if the temporary sign, located at 2800 State Hill Road, is the name of the company, noting that he is glad the building is occupied again. Mr. Wozniak said that the warehouse on Henry Circle is occupied, and the former Camelot Inn that has been vacant for thirty (30) plus years will soon be open, noting that the Township is in a good economic position and people want to live in the Township.

B. Parks and Recreation Department

Comprehensive Plan Update- This evening the Board received the most recent draft of the Comprehensive Plan, and Ms. Houck said it will be added to the agenda for the next Board Meeting for approval and permission to submit to DCNR and open it up for public comment for thirty (30) days.

C. Engineering/Planning Department

1) 231 Wheatfield Road-Easement Encroachment-Moved to the beginning of the meeting after the Conditional Use Hearing.

D. Finance Department – No Report

E. Human Resources– No Report

F. Public Works

Mr. Darrah reported that Wheatfield Road will be closed on Monday, February 3<sup>rd</sup>, 2025.

Letters were mailed to all the residents along Wheatfield Road explaining the work that would be done, and Mr. Darrah's contact information was included in the letters for residents to call if they had questions. The closing has been announced on social media and notification was sent to the school district and the trash haulers. Mr. Darrah confirmed for Ms. Smith that he does not know how long the road will be closed.

Mr. Kocher asked Mr. Reichert if there was an update on the study of the Drexelwood Park area with the residents who came to a meeting about the flooding on Evergreen. Mr. Reichert stated that surveys were done at the site, and staff met with GVC to review. Mr. Reichert said he had prepared and submitted a concept to Steve Hoffman at GVC. The next step will be to review it with Ms. Houck and, from there, bring the requested change to the Board for approval.

**PUBLIC SAFETY**

- A. Police Department – Chief Powell submitted a monthly report. Mr. Powell thanked Mr. Darrah and the Public Works Department for their assistance with the snow removal.
- 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:** –

- 1. West Wyomissing Park – Chief Powell stated that three (3) Speed Studies were done in and around that area. The studies indicated there is no need for speed enforcement at that location. All findings will be brought to the Transportation Advisory Committee (TAC) Meeting in February, and a recommendation will be made to the Board of Supervisors.

**NEW BUSINESS:** –None

**ANNOUNCEMENTS:**

- 1. Reminder to Elected Officials: Berks County Emergency Management will be conducting the Emergency Management for Elected Officials’ class on Wednesday, January 29<sup>th</sup> at 8:00 a.m. and 6:30 p.m. The class will be held at the DES bldg. /911 center located at 2561 Bernville Rd near the Rt. 222/183 exit.
- 2. 17<sup>th</sup> Annual Municipal Officials Dinner: Thursday, March 13<sup>th</sup>-Snow Date Friday, March 14<sup>th</sup>, 2025.
- 3. NIMS Training
- 4. Emergency Management Coordinator
- 5. West Wyomissing Park-Funding Information
- 6. The next meeting will be held at 7:00 p.m. on Monday, February 10<sup>th</sup>, 2025.

**ADJOURNMENT:**

There being no further business, Chairperson Smith adjourned the meeting at 8:24 p.m.



Respectfully submitted,

Mary L Rossi  
Township Secretary