



# TOWNSHIP OF SPRING

Board of Supervisors

**BERKS COUNTY, PA**  
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## REGULAR MEETING MINUTES FEBRUARY 10<sup>TH</sup>, 2025

**CALL TO ORDER:** Chairperson Smith called a regular business meeting of the Board of Supervisors to order on Monday, February 10, 2025, at 7:20 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, and Royer were present. Mr. Wertz was absent. Also present were John Groller, Dean Murray, Mary Rossi, Jen Bensinger, Jeremy Baez-Reyes, Chief Hackman, Judy Houck, Aaron Wozniak, Chief Powell, Jason Reichert, Daniel Becker, Esq., Chuck Frantz; C2C Design Group, Anthony Petersheim; Lancaster Design Build, and John Rathfon; Metropolitan Group. William Koch Jr. and iPad mini attended via ZOOM.

**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 27, 2025
2. List of Bills for Approval
  1. **01- General Fund - \$279,860.21**
  2. **02- Street Lighting Tax Fund - \$24,422.64**
  3. **03- Fire Hydrant Tax Fund - \$200.00**
  4. **04- Refuse Tax Fund - \$114,639.56**
  5. **08- Sewer District #3 Fund- \$57,710.49**
  6. **14- Fire Protection-\$13,984.93**
  7. **18- Capital Fund-\$7,308.68**
3. Ordinance 465-Increasing Tax Duplicate Fee  
Ordinance to increase the fee the Tax Collector of Spring collects to produce a duplicate tax bill to \$10.00.
4. Polling Place Agreement  
Approval of the Agreement between the Township and the County.

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

5. Comprehensive Parks, Recreation, and Open Space Plan  
Ms. Houck stated that the Parks & Recreation Board recommends that the Board of Supervisors accept the plan. The plan will then be submitted to the Department of Conservation and Natural Resources (DCNR) and presented for public comment for thirty (30) days. Adoption of the plan will be tentatively scheduled for the March 24<sup>th</sup> Board of Supervisors meeting.
6. Cacoosing Meadows Park Pavilion Roof Replacement Project  
Ms. Houck stated that she obtained quotes from three (3) additional companies. Her memo indicates that the selection is down to Bachmann Roofing and Dutchman Contracting. Ms. Houck indicated that Dutchman Contracting provides a one-year workmanship warranty, and Bachmann Roofing provides a twenty-five workmanship warranty. The Board indicated they would like the project awarded to Bachmann Roofing.
7. Authorization to research to purchase budgeted vehicles for the Engineering/Planning Department-Mr. Reichert stated the request is authorization to seek quotes for a budgeted vehicle for the Engineering/Planning Department, not to exceed \$40k.
8. Wilson School District (WSD) Lincoln Park Elementary  
Mr. Reichert said that the deadline for the WSD to act on the current Land Development plans is February 28, 2025. The Planning Commission (PC) recommends approval of the extension of time request be extended to April 28, 2025.
9. Broadcast District Preliminary Plans  
The deadline for the applicant to act on the current Land Development plans for the Broadcast District is March 5, 2025. The PC recommends approval of the extension of time request be extended to 05/12/2025.
10. 131 Goose Lane-Approval is requested for a typical Stormwater Operations and Maintenance Agreement for the construction of a single-family detached home at 131 Goose Lane.
11. State Contract for Road Salt-Authorization to apply for enrollment in the Statewide Contract for Sodium Chloride (Road Salt).
12. Resolution 2025-12-Police-Berks County Response Team  
Chief Powell stated that the resolution is to authorize himself and two (2) Lieutenants to vote on matters concerning the Berks County Emergency Response Team.
13. Formal Offers of Employment  
Chief Hackman stated that he respectfully requests authorization to offer formal offers of employment for the full-time Firefighter/EMT position to four (4) candidates. All candidates have successfully met all requirements to proceed to the formal offer stage.

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

13. Formal Offers of Employment *(Continued)*

The individuals are Mr. Matthew K Lynch, Mr. Andrew J. Shearer, Mr. Seth J Etchberger, and Mr. Robert M Mease Jr. The firefighters would begin their employment on Friday, February 28, 2025.

14. Township Vehicles-Mr. Murray requests authorization to sell additional Township vehicles.

15. GIS Software Upgrade-Mr. Baez-Reyes requested approval to update the current ArcGIS Software from 10.5 to 11.4.

16. Police Vehicle Purchase

Chief Powell stated that he received three quotes for purchasing two (2) budgeted vehicles. He stated that vehicles on the lot that are ready to go are more expensive than ordering them. The Department is in a position to wait and order the vehicles, which typically takes 6-8 months, providing cost savings to the Township.

17. Police Training-Chief Powell requested approval for Lieutenant Long to attend training in Atlantic City in June. The training is for updating the Police Department's scheduling software.

18. Handicap Parking Request

Chief Powell indicated that Sergeant Hilliard surveyed the location in the 2100 block of Reading Avenue. Due to the applicant's condition and the lack of off-street parking, Sergeant Hilliard recommends approval of the accessible parking space.

19. WatchGuard Software Upgrade

Chief Powell stated that the Department budgeted to move the Department's body camera footage and their motor vehicle camera footage off the server onto the cloud. The current body cameras officers use can no longer be repaired. It was suggested that the Department upgrade its entire bodywear camera system to a five (5) year plan. The plan includes an unlimited warranty and unlimited storage in the cloud.

Mr. Baez-Reyes explained some of the different features the new system includes. The server being used and serviced by Omega will be removed, resulting in cost savings for the Township. Discussed pricing and migrating data, with Chief Powell indicating that the five-year agreement would lock the pricing in for the Township, even if costs were to go up. Chief Powell indicated that other Police Departments in the county used the system. Mr. Baez-Reyes noted that the service will also provide 24-hour support, which the Township currently does not have, and indicated that he recommends approval of the upgrade.

20. Conditional Offer of Employment

Mr. Groller stated that the conditional offer of employment is for the open Public Works Maintenance position at a starting hourly rate of \$24.83. The position is to fill the vacancy left by an employee who transferred to the Wastewater Treatment Plant.

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

Motion to approve Action Items #1 through #20, with Bachmann Roofing selected for Action Item # 6, was made by Mr. Kocher and seconded by Mr. Stuck. Upon roll call, All Supervisors present voted affirmatively, with Ms. Smith abstaining from voting on payment of check # 113302 and Mr. Stuck abstaining from voting on payment of checks # 113301 and 113313. MOTION CARRIED

**TOWNSHIP DIRECTORS**

A. Zoning/Building Codes Department -Mr. Wozniak submitted a Monthly Report for January. Mr. Kocher thanked Mr. Wozniak for the Department's sweep of signs in the Township right-of-way.

B. Parks and Recreation Department  
West Wyomissing Park Grant Funding

Ms. Houck stated that the West Wyomissing Park Master Site Plan is being finalized, and the first draft has been reviewed. She anticipates that the plan will be presented to the Board for adoption before the end of May.

Ms. Houck stated that the Township budgeted funds for Phase I and will need to apply for Phase II, noting that Phase II is basically the play equipment area. The grant cycle is open now and is due by April 2, 2025.

Ms. Houck completed the first step in the process, meeting with the Regional Advisor in January. After the review, the advisor recommended that the Township combine Phases II and III into one phase and apply for the Land and Water Conservation Funding because that grant funds a true 50% of the project cost. If the Township goes through DCNR and applies for State funding, they will fund up to \$250,000.00.

Ms. Houck provided the Board with cost information for single phasing, combination phasing, different types of grants available, funding, & grant timelines. Ms. Houck confirmed for Mr. Stuck that the DCNR Representative (Regional Advisor) does not charge a fee.

Ms. Houck stated that she is looking for direction from the Board on how they would like to obtain the construction drawings and bid specifications that need to be developed by a licensed Landscape Architect or Civil Engineer for Phase I. The Board directed Ms. Houck to obtain three (3) quotes from several reputable firms that the Township is familiar with.

Ms. Houck confirmed that applying for the Land and Water Conservation Grant requires approval from the Department of the Interior. After discussion, *"The Board decided to combine Phase II and III and apply for the federally funded Land Water Conservation Fund Grant."*

C. Engineering/Planning Department

1) Reserve at Iroquois Zoning Map Change Request

Mr. Reichert stated that the applicant's request is for the Township to consider a Zoning Map change to extend the Urban (U) Zoning District to include the entirety of Lot 1 of the Reserve at Iroquois, which is approximately one acre. The applicant wants to change the proposed use of that parcel, intended for commercial use, to shift the zoning to allow for additional garden apartments on Lot 1.

**TOWNSHIP DIRECTORS** (Continued)

C. Engineering/Planning Department (Continued)

1) Reserve at Iroquois Zoning Map Change Request (Continued)

Ms. Bensinger reviewed the background of the zoning and zoning changes. In 2016, the Metropolitan Development Group requested a zoning map change to extend the Urban Zoning District to include only a portion of the Hofmann Tract, known as Lot 2, on the recorded plans. The Zoning request was approved, allowing the Garden Apartments to be developed. The 1-acre Lot 2 remained with the PO/B District. Ms. Bensinger explained the permissible uses by right in the current PO/B Zoning District, noting that there has been little or no interest in commercial use on this lot. The applicant has requested that this lot be switched to the Urban Zoning District, allowing for residential units.

Ms. Bensinger stated that the applicant must go through the Land Development process before the Planning Commission. The applicant has agreed to consolidate Lots 1 and Lot 2, annexing Lot 1 to Lot 2. Ms. Bensinger explained that the applicant was required to do this because the existing 1-acre lot does not meet the minimum lot requirements for Garden Apartments. In addition, the lots must be consolidated because the 16-unit building would exceed the maximum 12 units per acre requirement. The applicant has acknowledged these requirements and intends to annex Lots 1 and 2 as stated in the Zoning change request letter.

If the zoning change request is approved, the following are the procedures the applicant will need to follow:

- Review by the Planning Commission
- Review by the Board of Supervisors
- The zoning Amendment needs to be drafted by the Solicitor's office
- 30-day advertisement and public inspection period
- Review by the Berks County Planning Commission
- Duly advertised Public Hearing

Mr. Petersheim reviewed the changes to the buildings' architecture. Ms. Bensinger stated that the Planning Commission, at its February 6, 2025, public meeting, voted to recommend that the Board of Supervisors approve the Zoning Map Change.

*Motion to approve the requested change to the Zoning Ordinance and the Zoning Map as requested, was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED*

2) 231 Wheatfield Road Minor Subdivision- Extension of Time

The deadline to act on the current Land Development plans for the minor subdivision at 231 Wheatfield Road is March 4, 2025. At their regular meeting on February 6, 2025, the PC voted to recommend that the Board of Supervisors grant the extension until April 11, 2025.

*Motion to approve the extension of time request was made by Mr. Stuck and seconded by Mr. Kocher. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED*

**TOWNSHIP DIRECTORS** (Continued)

C. Engineering/Planning Department (Continued)

3) 231 Wheatfield Road-Scale Waiver

Ms. Bensinger stated that during the preliminary plan review, it was determined that the plan scale of the provided drawings would require a waiver from the SALDO requirements. The PC voted at their February 6, 2025, public meeting to recommend that the Board of Supervisors grant the requested waiver.

*Motion to approve the scale waiver request for the 231 Wheatfield Road Minor Subdivision Plan was made by Mr. Stuck and seconded by Mr. Kocher. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED*

4) 231 Wheatfield Road Minor Subdivision

Ms. Bensinger reviewed the applicant's initial request, noting the Township held the Conditional Use Hearing on January 27, 2025, during the regular Board of Supervisors Meeting. Ms. Bensinger said that during the plan review, she discovered that the applicant had installed a fence that crossed property boundaries. The Plans have been revised to show that the applicant removed the fence in a particular area, but it still crosses within three (3) areas. The applicant received easement relief at the Board of Supervisors Meeting on January 27, 2025.

Ms. Bensinger stated that the PC recommended Conditional Use Approval based on the conditions set at the last Board of Supervisors Meeting.

The conditions are as follows:

1. Widening the existing 20-foot-wide Township-owned Sanitary Sewer Easement to 40 feet in width due to the depth of the sewer line.
2. Resolution of all fence issues and achieving zoning permit approval for the fence.
3. If the applicant receives approval for the fence to penetrate or cross the Township sewer easement, and in the event, the Township would need to work on the sewer line, the property owner shall remove the fence at the owner's expense. Failure to remove the fence in a timely manner will result in the Township removing the fence at the owner's expense, which can result in a lien on the real estate. In addition, as recommended by the Infrastructure Committee, the fence is to remain of high-tensile wire and post-construction.
4. Approval of the Subdivision Plans
5. Resolving comments in the Engineering Department review letters dated November 6, 2024, and January 2, 2025.

**TOWNSHIP DIRECTORS** (Continued)

C. Engineering/Planning Department (Continued)

4) 231 Wheatfield Road Minor Subdivision (Continued)

The applicant presented revised plans to the Planning Commission (PC). The PC, at their February 6, 2025, public meeting, voted to recommend the Board of Supervisors approve the Minor Subdivision Plans conditioned upon the following:

1. Resolution of all remaining comments within the Engineering Department review letter dated February 3, 2025.
2. Coordination with the Solicitor's office on all remaining easement and agreement documents.

*Motion to approve the 231 Wheatfield Road Minor Subdivision Plan with noted conditions was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED*

D. Finance Department- Mr. Groller said that the Auditors are scheduled to be at the Township during the week of March 3<sup>rd</sup>.

E. Human Resources– No Report

F. Public Works -Monthly Report Provided

G. IT Department-Mr. Baez-Reyes updated the Board and submitted a report on the recently implemented TextMyGov System that went live on January 23, 2025. Staff received a great deal of positive feedback from residents and only one complaint. Mr. Baez-Reyes explained that residents could opt out if they wish, noting that 247 residents opted out on the day the system went live, and there were 294 opt-ins.

**PUBLIC SAFETY**

A. Police Department – No Report

B. Township of Spring Fire Rescue Services—Chief Hackman provided a monthly report for January 2025 and an annual report for 2024. The January report was created with the new records management system. Chief Hackman explained the details in the report referring to mutual aid and automatic aid given by zone and the date range.

C. West Side Regional EMA – No Report

D. Western Berks Ambulance Association– No Report

**SOLICITOR** – No Report

**OLD BUSINESS:** Mr. Reichert stated that 7 Brew is withdrawing from its plans to operate in the Kohl's Parking Lot.

**NEW BUSINESS:** –None

**ANNOUNCEMENTS:** The next meeting will be held at 7:00 p.m. on Monday, February 24<sup>th</sup>, 2025.

**ADJOURNMENT: There** being no further business, Chairperson Smith adjourned the meeting at 8:12 p.m.

Respectfully submitted,



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Mary L Rossi  
Township Secretary