



TOWNSHIP OF SPRING

Board of Supervisors

BERKS COUNTY, PA
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REGULAR MEETING MINUTES MARCH 24, 2025

CALL TO ORDER: Chairperson Smith called a regular business meeting of the Board of Supervisors to order on Monday, March 24, 2025, at 7:00 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 the roll call, Supervisors Kocher, Royer, Wertz, and Smith were present. Supervisor Stuck joined by Teleconference. 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, Dan Becker, Esq, Chaz Alden, and Ms. Zerbe. Mark Koch, Solicitor representing the Concordia Group, attended via Microsoft Teams.

AGENDA AMENDMENTS: None

OPEN TO THE FLOOR:

Chaz Alden of Representative Johanny Cepeda-Freytiz's office said it is the time of year for property tax revenue rebates. Their office in Wyomissing assists constituents in getting up to \$1,000.00 back on their property tax or rent. They additionally have hours at the Township every first and third Friday.

ACTION ITEMS FOR APPROVAL:

Below are all items requiring action by the Board. Comments and discussion points are listed under the corresponding item.

1. Minutes from March 10, 2025
2. List of Bills for Approval
 1. 01-General Fund - \$376,153.08
 2. 02-Street Lighting Tax Fund- \$26,481.81
 3. 03-Fire Hydrant Tax Fund - \$9,006.84
 4. 04-Refuse Tax Fund- \$36,893.52
 5. 08-Sewer District #3 Fund-\$204,293.18
 6. 14-Fire Protection-\$85,547.22
 7. 18-Capital Fund-\$70,543.00

ACTION ITEMS FOR APPROVAL: (Continued)

3. Execution of Escrow Agreement -Hofmann LLC, Zoning Map Change
Mr. Reichert requested approval to authorize the Escrow Agreement subject to review by the Township Solicitor, which addresses the reimbursement of the Township's costs and expenses relating to the work required to draft the Zoning Map Change for the Reserve of Iroquois. The Zoning Map change came through the Planning Commission (PC) and the Board of Supervisors for approval, and the PC and Berks County Planning Commission have reviewed the zoning map amendment. The agreement includes posting a \$5,000.00 cash escrow for reimbursement of these costs.
4. Letter of Credit Release for PSU Beaver Community Center Expansion
Mr. Reichert stated that the request is to release funds for work completed in 2021 at Penn State's Beaver Community Center. GVC confirmed that permits were complete and closed out. They recommend approval of the release of financial security in the form of a Letter of Credit from Penn State University for the Beaver Community Center Expansion. The request is for \$488,613.15, which represents a complete fund release.
5. Authorization to Proceed with Developing Mixed Use Zoning Amendment and Schedule/Advertise Public Hearing -Mr. Reichert stated that staff have been working with the Concordia Group on the Broadcast District Project, noting that the Concordia Group submitted a formal request for staff to prepare an amendment to the existing Mixed Use Zoning Subsection. Mr. Reichert reviewed proposed amendments, including the definition of a "stacked townhouse," two subsections relating to parking separation distances, and a subsection concerning impacts to existing steep slopes. Mr. Reichert stated that he is looking for guidance and authorization to move forward with this process, noting that it is still in the draft phase and that staff is working with the Concordia Group on how this would directly impact the ordinance before moving forward to work with them, noting that they would pay all expenses.
6. Yard Waste Ordinance Amendment
The request is for authorization to adopt duly advertised Ordinance #466, amending the Township Yard Waste Ordinance.
7. Proposed Intergovernmental Cooperation Agreement
Mr. Murray stated the proposed agreement will be with the Township and the Borough of Wyomissing to share equipment and personnel. Mr. Royer asked if there is any specific equipment that the Township or the Borough of Wyomissing is looking to borrow. Mr. Murray said that Wyomissing's tar buggy is currently broken down and confirmed for Ms. Smith that if training is needed for a specific piece of equipment, we would provide it or, if necessary, provide personnel with it, noting that the agreement does release the Township from liability.
8. Change Order #1 Request -Eastern Environmental
Mr. Darrah stated that the request of Change Order #1 is for the Screw Press Project from Eastern Environmental for \$10,832.00. Mr. Darrah confirmed for Mr. Stuck that the contractor hit unmarked existing conduit lines while cutting up a concrete slab in the chlorine room. The change order is to replace and run new conduit and wire from panels to new junction boxes and conduct a soft dig to locate existing DelPAC lines and drainpipe.

ACTION ITEMS FOR APPROVAL: (Continued)

9. Payment Application Request-Eastern Environmental
Mr. Darrah stated the request is for approval of Payment Application #2 from Eastern Environmental for the Screw Press Project in the amount of \$69,628.33 for work completed to date on the project.
10. Payment Application Request-Hirneisen Electric Inc.
Request for Payment Application #2 for Hirneisen Electric Inc. for work completed on the Screw Press Project in the amount of \$8,748.27.
11. Wexcon Construction Quote
Mr. Darrah requested approval of a quote from Wexcon Construction to address an issue in the middle of Broadcasting Square. Mr. Darrah said there is a manhole that the Township's Pump Station at Spring Ridge pumps into, and then another one comes down next to the Outback Joey, and they combine. After some investigation, staff discovered that Lower Heidelberg's Legacy at the Papermill pump backed up the line towards Texas Roadhouse. Staff determined that the solution is to install a new manhole that would take them together, flow the water out correctly, and prevent future backups. The cost for the project is \$12,566.44.
12. Authorization to Bid 2025 Street Projects
Mr. Darrah requested authorization to submit the maintenance and roadwork portions of the 2025 Street Projects out to bid. Mr. Darrah confirmed for Mr. Stuck that the Township will receive two quotes for some areas.
13. Police Chief Succession Plan
The request is to approve the employment contract as part of the Police Chief's succession plan.
14. Accessible Parking-2100 Block of Fairview Street
Chief Powell reported that Sergeant Hilliard reviewed the location with the applicant and recommended approval of the accessible parking spot.
15. Police Officer Conditional Offer of Employment
Chief Powell stated the request is for an open position and that he is seeking approval to bring a qualified applicant in to offer this budgeted position.
16. Street Closure Request
Chief Powell stated the request is the same as last year; a resident requested a road closure from 2300 to 2307 Garfield Avenue for a block party. No additional services are needed except for four barricades. The applicant provided a certificate of insurance and all required application fees.
17. Red Caboose Park Light Replacement Project
Ms. Houck presented Payment Request Application #1 from H. B. Frazer, which Great Valley Consultants reviewed and recommended for payment in the amount of \$34,560.00 for the Red Caboose Park Light Replacement Project.

ACTION ITEMS FOR APPROVAL: (Continued)

18. DCNR Grant Application Update

Ms. Houck updated the Board on the Grant Application for West Wyomissing Park, noting that she had a phone call with two individuals from DCNR last week. Ms. Houck stated that they recommend removing the design and engineering costs from the grant application, noting that anything listed on the grant application cannot be started until all approvals are received. Ms. Houck said that since the grant request is for Federal Funding, the Township will find out from DCNR in November if the Township is awarded the grant, and then there will be another six months of applications to submit to the National Park Service. Ms. Houck said that if the Township pulled the professional design and engineering piece out of the grant, as soon as DCNR tells the Township in November that the Township is awarded the grant, we could start on that piece, which would give the Township another 6-9 months to get the project completed. Ms. Houck stated that the Parks and Recreation Board discussed the recommendation at their meeting and recommended that the Board of Supervisors authorize removing the Professional Service fees for the grant application. Ms. Houck confirmed for Mr. Royer that the Land and Water Conservation Fund comes from the Department of the Interior, and the National Park Service manages the grant funding.

19. Conditional Offer of Employment-Finance/Customer Service Admin Assistant

Mr. Groller requested approval of a Conditional Offer of Employment for the Finance/Customer Service Administrative Assistant at a starting hourly rate of \$26.30. If the applicant meets all employment requirements, the requested start date is Monday, April 7th, 2025.

Motion to approve Action Items #1 through 19 was made by Mr. Stuck and seconded by Mr. Wertz. Upon roll call, All Supervisors present voted affirmatively, with Mr. Stuck abstaining from voting on payment of checks # 113542 and #113610, Mr. Wertz abstained from voting on Action Item #1, and payment of Fire Fund #14, and Ms. Smith abstained from voting on payment of check # 113597. MOTION CARRIED

TOWNSHIP DIRECTORS

A. Zoning/Building Codes Department- Mr. Wozniak reported that the new Codes Lobby opened today, and everything went well.

B. Parks and Recreation Department

- 1) Ms. Houck submitted a monthly report.
- 2) Reminder that the Township of Spring Reading Fightin Phills night is Saturday, April 5, game time is 5:15 p.m., gates open at 3:15 p.m., and tickets are still available.

C. Engineering/Planning Department -No Report

D. Finance Department- No Report

E. IT Department—Mr. Baez-Reyes reported that tonight is the first Board of Supervisors meeting utilizing Microsoft Teams instead of Zoom. The Township's contract for Zoom runs out at the end of April, and we will no longer be using that application, switching to Microsoft Teams. Teams have a feature called Townhall with security features to prevent unpleasant incidents.

F. Human Resources-No Report

TOWNSHIP DIRECTORS (Continued)

G. Public Works

- 1) Mr. Darrah submitted a monthly report
- 2) Engineering Work Order for 2025 DCED PA Small Water Systems Grant Application
Mr. Darrah stated that he requests authorization to approve an Engineering Work Order (EWO) authorizing Entech Engineering to prepare the bid application to apply for up to \$500,000.00 for the 2025 DCED PA Small Water Systems Grant.

Motion to authorize the EWO for Entech Engineering, Inc. in the amount of \$5,500.00 to prepare bid documents for the Township to apply for the 2025 DCED PA Small Water Systems Grant was made by Mr. Stuck and seconded by Mr. Wertz. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED

PUBLIC SAFETY

A. Police Department –Chief Powell submitted a Monthly Report

Ms. Smith asked, with the warm weather approaching, if there is anything the Township can do to educate riders of scooters and electric bikes that do not abide by traffic regulations (especially children). Chief Powell mentioned that officers stop and speak to riders and that he will meet with Ms. Houck and discuss the possibility of offering some educational opportunities during the summer at one of the parks.

B. Township of Spring Fire Rescue Services – No Report

C. West Side Regional EMA – Provided an agenda for Elected Officials Info Session-Thursday, March 27.

D. Western Berks Ambulance Association– No Report

SOLICITOR – No Report

OLD BUSINESS: –None


NEW BUSINESS: –The Board received a letter and pictures from a resident at 2935 Reedy Road. Mr. Darrah stated that Sinking Spring Borough cut many trees back last year by his property. Mr. Darrah confirmed with Mr. Stuck that staff would determine if the signs needed to be replaced.

ANNOUNCEMENTS:

- 1) The next Board Meeting of Supervisors Meeting is the Vision Meeting scheduled for Friday, April 4th at 8:00 a.m.
- 2) The Board of Supervisors met in Executive Session before this meeting to discuss personnel matters.

ADJOURNMENT: There being no further business, Chairperson Smith adjourned the meeting at 7:32 p.m.

Respectfully submitted,



Mary L Rossi
Township Secretary

Board of Supervisors
3/24/2025