



TOWNSHIP OF SPRING

Board of Supervisors

BERKS COUNTY, PA
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REGULAR MEETING MINUTES JULY 28TH, 2025

CALL TO ORDER: Chairperson Smith called a regular business meeting of the Board of Supervisors to order on Monday, July 28th, 2025, at 7:10 p.m. in the Public Meeting Room of the Township of Spring Administration Building, located at 2850 Windmill Road, Spring Township, Berks County, Pennsylvania.

PLEDGE TO THE FLAG

ROLL CALL: Upon roll call, Supervisors Stuck, Kocher, Royer, and Smith were present. Mr. Wertz was unable to attend. Also present were the Township Manager; John Groller, Assistant Township Manager; Dean Murray, Township Secretary; Mary Rossi, GIS Engineering & Planning Coordinator; Jen Bensinger, Information Systems Manager; Jeremy Baez-Reyes, Deputy Fire Chief; Johnathan Fritz, Director of Parks and Recreation; Judy Houck, Director of Public Works; Paul Darrah, Director of Zoning and Codes Enforcement; Aaron Wozniak, Deputy Police Chief; Steve Brock, Director of Engineering and Planning; Jason Reichert, Technician/EMT Gary L. Riegel and family, Township of Spring fellow Fire Department Personnel, Brad Shade, Anthony Tucci-Western Berks Ambulance, Solicitor; Dan Becker, and Chazz Aden of Representative Johanny Cepeda-Freytiz's Office. Fire Chief Colin Hackman and Stenographer Michelle Parke joined by Microsoft Teams.

AGENDA AMENDMENTS: None

EMPLOYEE RECOGNITION:

Gary L. Riegel: Resolution 2025-15-Recognizing Technician/EMT Gary L. Riegel

Ms. Smith read Resolution 2025-15, recognizing recently retired Gary L. Riegel for his 46 years of service with the Township of Spring Fire Rescue Services. Gary started his career as a volunteer firefighter with the West Wyomissing Fire Company in August 1979. West Wyomissing Fire Company was one of three fire companies within Spring Township. During Gary's time as a volunteer, he held the ranks of Firefighter, Lieutenant, Captain, and Assistant Chief within the company.

On August 1st, 1989, Gary became a career firefighter with the West Wyomissing Fire Company. During Gary's time as a career Firefighter, he was instrumental in initiating the first computer-based records management system, managing and submitting local and state fire reports, maintaining personnel files, creating and maintaining turn-by-turn direction books for all the streets within the Township and surrounding areas, assisting with the yearly fund drive, and he provided fire prevention for the local schools.

EMPLOYEE RECOGNITION: (Continued)

Gary L. Riegel: Resolution 2025-15-Recognizing Technician/EMT Gary L. Riegel (Continued)

In 2002, West Wyomissing Fire Company, Lincoln Park Fire Company, Vinemont Fire Company, and West Lawn Fire Company merged into the Township of Spring Fire Rescue Services. Gary was one of the first career firefighters for the newly formed Department, hired on April 1st, 2002. Gary continued his career with the Township of Spring Fire Rescue Services, holding the rank of Technician /EMT. Gary provided service to the Township of Spring for 46 years, with 23 years as a career firefighter with the Township of Spring Fire Rescue Services, retiring on April 30th, 2025.

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 Mr. Riegel's service. Ms. Smith presented an engraved clock to Mr. Riegel.

7:20 p.m. Ms. Smith recessed the Public Meeting to Reconvene the Public Hearing.

PUBLIC HEARING: Delaney Property-3738 Blimline Road

Mr. Becker reviewed the purpose of the Hearing, due to a Notice of Violation relating to issues regarding the on-lot sewer disposal system on the property. Mr. Becker stated that the Delaney's Attorney has requested a continuance of this Hearing until Monday, August 25th at 7:15 p.m. Mr. Becker entered the request for continuance into Board Exhibit 1.

Motion to approve an extension of the Hearing until August 25th, 2025, at 7:15 p.m. was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED.

Motion to recess the Hearing and reconvene the regular business meeting was made by Mr. Royer and seconded by Mr. Stuck. Upon roll call, All Supervisors present voted affirmatively. MOTION CARRIED

Ms. Smith reconvened the Regular Board of Supervisors Meeting at 7:23 p.m.

OPEN TO THE FLOOR: None

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 of the July 14th Regular Meeting
2. List of Bills for Approval
 1. 01-General Fund - \$319,220.22
 2. 02-Street Lighting Tax Fund- \$2,600.67
 3. 04-Refuse Tax Fund-\$74,983.02
 4. 08-Sewer District #3 Fund-\$613,561.74
 5. 14-Fire Protection-\$75,255.51
 6. 18-Capital Fund- \$6,406.30

ACTION ITEMS FOR APPROVAL: *(Continued)*

3. Stormwater O & M Agreement-415 Vinemont Road
Approval of the agreement for a pole barn expansion on an existing lot.

4. Independent Consultant Agreement-Engineering
The Engineering Department is requesting the execution of an agreement to engage the services of Mr. Moll as a consultant to support the Engineering Department as the Department continues its search for an Assistant Township Engineer.

5. Parks and Recreation Board Member Appointment
Ms. Houck stated that the Parks and Recreation Board interviewed and recommended that the Board of Supervisors appoint Mrs. Janice Varone to fill a vacant position on the Parks and Recreation Board. The term will expire January 7th, 2030.

6. Phase 1 Design & Engineering of West Wyomissing Park Contract
Ms. Houck stated that she contacted three (3) engineering firms to obtain quotes for the design, engineering, bid document preparation, and construction observation for the development of West Wyomissing Park-Phase 1. YSM was the only firm to submit a proposal. The Parks and Recreation Board recommends that the Board of Supervisors award the contract to YSM in the amount of \$32,700.00. Ms. Houck confirmed for Mr. Stuck that YSM prepared the Master Site Plan and they have done other projects for the Township.

7. WWTP Chemical Bid
Mr. Darrah requested approval from the Board to award the Waste Water Treatment Plant Chemical Bid to the low bidder, USALCO, of Baltimore, Maryland, at a price of \$688.00 per wet ton.

8. Conditional Offer of Employment- Finance/Customer Service Administrative Assistant
Mr. Groller requested approval to offer a Conditional Offer of Employment for the position of a Full-Time Customer Service Administrative Assistant with a starting rate of \$25.50.
The offer is contingent upon completion of the required screening and background checks.

9. Police Department Training
Deputy Chief Steve Brock requested approval for Lieutenant Huntsinger to attend the IAFCI Cryptocurrency Investigations Conference. The Berks County DA's office will reimburse more than half of the expense of the training. Deputy Chief Brock stated that the Department has seen a significant increase in this type of fraud, especially with senior citizens.

10. Release of Bond- CM High Inc.- Green Light-Go Project
Mr. Darrah reported that the Green Light-Go Project on Penn Avenue is complete. The project has been completed to PennDOT's satisfaction. C.M. High Inc., the contractor for the project, has requested the release of their bond. Scott Anderson of Kraft Municipal Group reviewed the request, and he recommends approval of the release.

11. Authorization for the Assistant Township Manager to Engage Residents on Penn Avenue Regarding Sidewalks.
Mr. Murray requested approval to communicate with residents that the Township will install sidewalks on Penn Avenue in the cattle chute areas. Ms. Smith mentioned that a large tree was removed on Dwight Street going towards the high school, suggesting that the area may be considered for sidewalks.

ACTION ITEMS FOR APPROVAL: (Continued)

12. Lions Club Halloween Parade Request

Ms. Houck said that the Spring Township Lions Club Foundation requested waivers from the Police, Fire, and Park Rental Fees associated with the operation of the 2025 Halloween Parade.

The parade route is the same, the road closure permit application has been submitted to the Township, and the Lions Club will submit a certificate of insurance in September.

Motion to approve Action Items #1-12 was made by Mr. Kocher and seconded by Mr. Royer. Upon roll call, All Supervisors present voted affirmatively, except for the following:

Mr. Stuck, who voted Ney on payment of check # 114482, and abstained from voting for payment of check # 114500. Ms. Smith abstained from voting on payment of check # 114492. MOTION CARRIED

TOWNSHIP DIRECTORS

A. Zoning/Building Department -No Report

Ms. Smith requested that the Codes Department look into the property on Wernersville Road that has a perpetual yard sale.

B. Parks and Recreation Department – Ms. Houck submitted a Monthly Report.

Ms. Houck noted that the last Neighborhood Night in the Park is tomorrow night at Breneman Park. Family Fun Night is scheduled for Wednesday, July 30th at the West Lawn Park, and a Creekside Concert at Cacoosing Meadows Park is scheduled for Sunday, August 3rd. Ms. Houck confirmed for Ms. Smith that the concert held in June was very well attended, with approximately 75 people in attendance, and noted that another scheduled concert was cancelled due to inclement weather.

C. Engineering Department–No Report

D. Finance Department– Mr. Groller provided the Board with an update about the 2023 Bond that the Township received, documenting the use of the funds. Mr. Groller reviewed the report for the Board, noting that the funds were applied to the Wyomissing Interceptor Project and the 2025 Sanitary Sewer Upgrade Project.

E. Human Resources– No Report

F. Public Works – Mr. Darrah submitted a Monthly Report.

G. IT Department – Mr. Baez-Reyes stated that the Department is looking into upgrading the current phone system, as support and security updates expire in 2029. After the discussion, the Board decided that they would like Mr. Baez-Reyes to research different systems.

Mr. Baez-Reyes said that Mr. Kocher had approached him regarding obtaining an e-signature service. After discussion, the Board approved Mr. Baez-Reyes to begin the process, working with Mr. Becker's office, to bring this service in-house.

PUBLIC SAFETY

- A. Police Department –Deputy Chief Brock submitted a Monthly Report.
Ms. Smith stated that an accident occurred on Regal Street and Noble Street in West Lawn and asked if a 4-way stop could be installed at that location, noting that cars fly down Regal Street, which is a shortcut from Penn Avenue up to Woodside Avenue. Ms. Smith stated that residents also requested a 4-way stop at Intervilla Avenue and Noble Street.

- B. Township of Spring Fire Rescue Services–No Report
- C. West Side EMAs –No Report

- D. Western Berks Ambulance Association– Marking Fundraising Feasibility Study Agreement
Mr. Tucci addressed the Board, stating that the Western Berks Ambulance Association (WBAA) is looking to do a feasibility study for a Capital Campaign. Mr. Tucci said that a consultant will be brought in to determine if the WBAA is qualified to do a Capital Campaign. Mr. Tucci confirmed for Mr. Stuck that funds from a Capital Campaign would be used for ambulances and equipment. Mr. Tucci mentioned that the WBAA is closely watching what is happening with Medicare & Medicaid as they are the two (2) largest insurance payers for their services. Mr. Tucci noted that membership information will be sent out to the Board in August and will be mailed to residents in September.

SOLICITOR: – No Report

OLD BUSINESS: –

Township Donation-Penn State Berks

Mr. Stuck reviewed the request from the previous Board Meeting that Penn State Berks is requesting a \$25,000.00 donation towards a trail proposed to be built from the SR. 222 interchange where Concordia is stopping, ending up over at the entrance of Penn State Berks. Mr. Stuck suggested that that the Township give Penn State Berks the donation, (noting that the County is donating \$25,000.00), and in addition to that donation, the Township add the segment #3 to it, give Penn State Berks the money that the Township had budgeted for it, let them build it, take ownership of it, and maintain it; especially since this trail is going to be used mainly from Penn State students.

Mr. Reichert reviewed segment #3 and budget information. After review, the Board agreed that they are in favor of Mr. Stuck and staff moving forward with discussions with Penn State representatives.

NEW BUSINESS: – None

ANNOUNCEMENTS:

- 1) Letter from Resident-Re: Library
- 2) Letter from Berks County Preservation Board
- 3) Letter from Kelly Reifsnnyder notifying the Board of her retirement on August 29th, 2025.
- 3) Ms. Smith stated that there was an Executive Session before this meeting to discuss personnel.
- 4) The next Board Meeting of Supervisors is scheduled for Monday, August 11th at 7:00 p.m.

ADJOURNMENT: There being no further business, Chairperson Smith adjourned the meeting at 8:03 p.m.



Respectfully submitted,

Mary L Rossi

Mary L Rossi
Township Secretary