



**TOWNSHIP OF  
SPRING**  
Board of Supervisors

**BERKS COUNTY, PA**  
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**BUDGET & REGULAR MEETING MINUTES**

**OCTOBER 14<sup>TH</sup>, 2025**

**BUDGET REVIEW:**

The duly advertised Preliminary Budget review portion of the meeting began at 6:16 p.m. The reviews included the Fire Department, with Chief Hackman presenting a budget proposal for the Department, and Mr. Groller presented the proposal for the Zoning and Code Enforcement Department. The budget review portion of the meeting ended at 6:55 p.m.

**CALL TO ORDER:** Chairperson Smith called the regular meeting of the Board of Supervisors to order on Tuesday, October 14<sup>th</sup>, 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.

**PLEDGE TO THE FLAG**

**ROLL CALL:** Upon roll call, Supervisors Stuck, Kocher, Royer, Wertz, and Smith were present. Also, present were John Groller, Township Manager, Mary L. Rossi, Township Secretary, Jen Bensinger, GIS Engineering & Planning Coordinator, Jeremy Baez-Reyes, Information Systems Manager, Colin Hackman, Fire Chief, Johnathan Fritz, Deputy Fire Chief, Judy Houck, Director of Parks and Recreation, Steve Brock, Police Chief, Jason Reichert, Director of Engineering and Planning, Adrienne DeLaere, Solicitor's Office, Chuck Frantz of C2C Design and Chris Turtell of Herbein+Company, Inc.

**ANNOUNCEMENTS:**

Ms. Smith stated that an Executive Session was held before this meeting to discuss matters of litigation and real estate.

**AGENDA AMENDMENT:** Action Item 8 Tabled

**OPEN TO THE FLOOR:** None

**AUDIT PRESENTATION:**

Mr. Chris Turtell of Herbein + Company, Inc. distributed a report to the Supervisors and reviewed the fiscal highlights of the Township's 2024 Audit. Mr. Turtell said that Mr. Groller and his team do a great job. On the expenditure side, the Township is approximately 1.9% below expected expenses, confirming for Mr. Stuck that approximately half of his clients fall into that range. Mr. Stuck questioned the funds available in the Transportation District. Mr. Groller reviewed the criteria for using funds in this area. Mr. Turtell reported that Herbein + Company, Inc. will merge with Cherry Bekaert, a national firm, effective Monday, October 20th.

**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 September 22<sup>nd</sup> Budget & Regular Meeting

2. List of Bills for Approval

1. 01-General Fund - \$ 541,707.59
2. 02-Street Lighting Tax Fund- \$23,747.72
3. 03-Fire Hydrant Tax Fund-\$9,006.84
4. 04-Refuse Tax Fund-\$220,391.09
5. 08-Sewer District #3 Fund-\$908,445.04
6. 14-Fire Protection- \$72,173.26
7. 18-Capital Fund-\$19,232.48

3. Stop Sign - Redwood Avenue & Gring Drive

At the September 23<sup>rd</sup>, 2025, Transportation Advisory Committee Meeting (TAC), the Committee recommended that the Board approve the installation of a Stop Sign on Redwood Avenue at the intersection of Gring Drive. There was no signage previously at this location, although staff painted a stop bar during recent paving work. Based on the Memo dated September 11<sup>th</sup>, 2025, from Kraft Municipal Group, this location meets the criteria for posting a stop sign.

Ms. Smith requested that the Township look into installing a four (4) way stop sign at the intersection of Riegel Ave and Noble Street in West Lawn. Key points discussed: 1.) the playground at the location, 2.) cars that park along there, making it hard to see around the vehicles, with kids in the area, especially with scooters. Chief Brock noted that at the Transportation Advisory Committee (TAC), which was an informational meeting (no quorum), that the five (5) year accident report was provided and discussed for this location. Staff confirmed that this topic will be put on the agenda for the next TAC Meeting.

4. Cross Traffic Does Not Stop - Broadcasting Road at Gring Drive

At the September 23<sup>rd</sup>, 2025, TAC Meeting, the Committee made a recommendation to the Board to install "Cross Traffic Does Not Stop" Signs on both sides of Broadcasting Road at the Gring Drive intersection. Based on the Memo from Kraft Municipal Group dated September 11<sup>th</sup>, 2025, this location meets the necessary criteria for posting these warning signs.

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

5. Stormwater Operation & Maintenance Agreement-108 Great Bend Way  
Authorization requested to execute a typical Stormwater Operations and Maintenance Agreement for the construction of a pool and patio at 108 Great Bend Way.

6. Penn Avenue Sidewalk Project

Mr. Reichert stated that Great Valley Consultants (GVC) has prepared a design for the installation of a new sidewalk, along with replacing the existing sidewalk along the northern side of Penn Avenue. This proposal will provide improved pedestrian access and safety across four (4) blocks of Penn Avenue, stretching from Dwight Street to Keppel Avenue. The total estimated cost of construction is \$100,000.00.

Mr. Reichert confirmed for Ms. Smith that letters had been sent to residents with the Township's proposed plan, stating that the Township would cover the cost. After completion, it will be the residents' responsibility to maintain it. The Township did not receive any feedback from residents. Mr. Reichert briefed the Board on the two (2) areas that the Township will need to obtain construction easements.

7. Resolution 2025-20 Grant-Brush Tractor

8. Resolution 2025-21- Grant- Lean-to Building-Tabled

9. Cleaning Contract 2026

Bids for cleaning services for the administrative building and the police station were prepared and advertised. Only one (1) bid was received, from the current contract holder, Witman's Cleaning Services, for \$29,370.60. Mr. Groller noted that the proposed bid submitted did not reflect a cost increase. Requesting approval from the Board to award the contract for 2026 with a clause for an additional two (2) year extension to Witman's Cleaning Services.

10. Conditional Offer of Employment-Public Works

Mr. Groller requested authorization to extend a Conditional Offer of Employment to a candidate for a Full-Time Public Works Maintenance position, with a starting rate of \$24.83. The offer is contingent upon the successful completion of the required post-offer background screening.

11. Consider Approval-Public Works Position

Mr. Groller stated that the Department is requesting consideration to continue the hiring process currently underway to select a candidate to fill a position that will become available due to a retirement in early January 2026. Mr. Groller stated that the recommendation is for the candidate not to start until 2026.

12. PACT One, LLC-Payment Application Request

Entech Engineering and the Infrastructure Committee (IC) reviewed and recommended approval of Payment Application No. 2 submitted by PACT One, LLC for work completed on the 2025 Sanitary Sewer Upgrades Project in the amount of \$785,007.90.

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

13. Wexcon Payment Application Request

Entech Engineering and the IC Committee reviewed and recommended approval of Payment Application No. 11 submitted by Wexcon, Inc. for work completed on the Wyomissing Interceptor Project in the amount of \$1,533.75.

*Motion to approve Action Items #1-7 & 9-13 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 Check #114970 and voting "no" on payment of Check #115019. Mr. Wertz abstained from voting on Fire Fund #14, and Ms. Smith abstained from voting on payment of Check #115032. MOTION CARRIED*

**TOWNSHIP DIRECTORS**

A. Zoning/Building Department – No Report

Mr. Stuck questioned the status of the junk yard on Penn Avenue. Mr. Reichert stated that the tenant is out and currently working on removing their property from the location.

B. Parks and Recreation Department-No Report

C. Engineering Department

1. PAWC High Gradient Tank

a. Zoning Hearing Board Request - Mr. Reichert reviewed the request submitted by the PAWC for consideration of a Special Exception to the Zoning Hearing Board.

The subject property is located within the Rural Conservation zoning district, where a Public Utility Facility is a special exception use that requires approval from the Zoning Hearing Board, as outlined in Section 309(C)(9). The Planning Commission (PC) at its October 2<sup>nd</sup> public meeting voted to recommend that the Zoning Hearing Board approve the Special Exception request.

*Motion to recommend that the Zoning Hearing Board approve the Special Exception Request submitted by the PAWC for the High Gradient Tank Project was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, all Supervisors present voted affirmatively. MOTION CARRIED*

b. Waiver Requests-Mr. Reichert stated that at the public meeting of the PC on October 2<sup>nd</sup>, 2025, the PC reviewed the waiver requests submitted by the PAWC for the Wyomissing High Gradient Tank Project. The PC voted to recommend that the Board approve the four (4) waiver requests submitted by PAWC.

Mr. Reichert reviewed the following waiver requests.

- 1) SALDO §501 Preliminary Plan
- 2) SALDO §503(C)(B)(5)-Plan Scale Requirements
- 3) Stormwater Management Regulations §310(B)(8)(a) - The Minimum Top of Berm Width Shall be eight (8) feet.
- 4) Stormwater Management Regulations §310(B)(9) - Key Trench and Clay Core within the Basin Berm.

**TOWNSHIP DIRECTORS** (Continued)

C. Engineering Department (Continued)

1. PAWC High Gradient Tank (Continued)

b. Waiver Requests (Continued)

*Motion to approve the four (4) waiver requests as submitted by the PAWC for the Wyomissing High Gradient Tank Project was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, all Supervisors present voted affirmatively. MOTION CARRIED*

2. Shillington Road Lots - Zoning Hearing Board Variance Requests

Mr. Reichert reviewed the proposed project and the requests from the applicant for the following variances.

1. Section 309(MDS)Moderate Density District-Townhome is neither a Use by Right nor a Special Exception Use in this District.
2. Section 324 (B)(43)(c) Single-Family Attached (townhome) additional requirements. Minimum tract size: The minimum requirement is three (3) acres, whereas the site is only 1.6 acres.
3. Minimum 30' separation for parking is required. The applicant seeks to reduce that to 10' along the right-of-way, and 13' from the western property line.
4. Minimum Separation of 15' for access drives where the applicant seeks to reduce that to 10'.

Although not required by the ordinance, consideration should be given to establishing a formal screening buffer between the access drive/parking areas and the residential properties to the west. With the request to reduce the minimum setback and the alignment of the proposed drive, considering the likelihood of headlights projecting towards adjacent homes, a recommendation for a condition of approval should be considered. At their October 2<sup>nd</sup>, 2025, public meeting, the PC voted to recommend that the Zoning Hearing Board approve the variance, with the condition that a screening buffer be required.

Mr. Frantz of C2C Design said Mr. Reichert did a great job summarizing the proposed project's current process and said he would be happy to answer any questions the Board may have. Mr. Frantz confirmed for the Board that there is not an approved floor plan at this time, but that he expects the townhomes to be two (2) stories, 2 ½ at the most, the units will have one (1) car garages, and there will be sidewalks installed.

*A Motion to recommend the Zoning Hearing Board approve the Variance Requests for the Shillington Road lots, with the condition that the buffer screen be required, was made by Mr. Stuck and seconded by Mr. Wertz. Upon roll call, all Supervisors present voted affirmatively. MOTION CARRIED*

D. Finance Department– No Report

- E. Human Resource - No Report
- F. Public Works - No Report
- G. IT Department - No Report

**PUBLIC SAFETY**

- A. Police Department - No Report
- B. Township of Spring Fire Rescue Services - Chief Hackman submitted a Monthly Report.
- C. West Side EMA - No Report
- D. Western Berks Ambulance Association - Monthly Report Submitted

**SOLICITOR:** No Report

**OLD BUSINESS:**

- 1) Training Rescheduled- The training that was scheduled for three (3) Public Works employees has been rescheduled for February 2026, weather permitting.

**NEW BUSINESS:** None

**ANNOUNCEMENTS:**

- 1) The next Meeting will be the Vision Meeting, duly advertised and scheduled for Friday, October 17<sup>th</sup> at 8:00 a.m.
- 2) The next Supervisors' Meeting includes the duly advertised meeting of a review of the Preliminary 2026 Budget and is scheduled for Monday, October 27<sup>th</sup> at 5:30 p.m. The Regular Board of Supervisors Meeting will begin at 7:00 p.m.

**ADJOURNMENT:** There being no further business, Chairperson Smith adjourned the meeting at 7:50 p.m.



Respectfully submitted,

*Mary L Rossi*

Mary L Rossi  
Township Secretary