



**TOWNSHIP OF
SPRING**
Board of Supervisors

BERKS COUNTY, PA
2850 WINDMILL RD.
READING, PA 19608
Tel. (610) 678-5393
Fax. (610) 678-4571
Website: springtwpberks.org

**BUDGET & REGULAR MEETING MINUTES
NOVEMBER 10TH, 2025**

BUDGET REVIEW

5:30-6:25 p.m.- The Board reviewed the Preliminary Draft 2026 Budget.
At 6:25 p.m., Ms. Smith recessed the Budget Meeting.

CALL TO ORDER: Chairperson Smith called a regular business meeting of the Board of Supervisors to order on Monday, November 10th, 2025, at 7:08 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 attended via teleconference. 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, Fire Chief; Colin Hackman, Director of Parks and Recreation; Judy Houck, Police Chief; Steve Brock, Director of Engineering and Planning; Jason Reichert, Dan Becker, Esquire; Richard Savoy, Chuck Frantz of C2C Design, Esquire; Mark Koch, Chris Rhoads, Curt Santee of Valley Builders, and Dan DePalma.

ANNOUNCEMENTS:

Ms. Smith announced that an Executive Session was held before this meeting to discuss matters of personnel.

AGENDA AMENDMENTS:

Motion to amend the agenda to discuss the potential purchase of a used paver was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, all Supervisors present voted affirmatively.

MOTION CARRIED

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 October 17th, Vision Meeting, October 22nd Budget Meeting, & October 27th Budget & Regular Meeting.

2. List of Bills for Approval
 - 01- General Fund - \$367,712.91**
 - 02- Street Lighting Tax Fund- \$23,747.89**
 - 03- Fire Hydrant Tax Fund-\$9,006.84**
 - 04- Refuse Tax Fund-\$122,710.70**
 - 08- Sewer District #3 Fund-\$979,551.16**
 - 14- Fire Protection- \$77,617.43**
 - 18- Capital Fund- \$11,738.54**

3. Formal Offer of Employment-Public Works Director
Mr. Groller requested authorization to extend a formal offer of employment to Craig Conrad for the position of full-time Public Works Director. His official start date will be November 17th, 2025, with a starting salary of \$104,000.

4. Resolution 2025-21- To apply for an LSA Grant for an addition to the Public Works Garage.

5. Green Light-Go Grant
Mr. Murray requested authorization to review and apply for the Green Light-Go Grant, stating that the goal is to bring the remaining street lights up to date. Mr. Murray explained that, in the grant application, requests for transponders may not exceed 25% of the total grant request.

6. Authorization to Sell Township Vehicles
Mr. Murray requested authorization to sell three vehicles: two pick-up trucks and the old Police/Fire Department Command Vehicle.

7. Eastern Environmental Payment Application
Mr. Murray requested approval of Payment Application No. 7 submitted by Eastern Environmental for work that was completed on the Screw Press Project. Entech Engineering and the Infrastructure Committee (IC) reviewed the \$10,971.00 payment application and recommended approval.

8. Formal Offer of Employment-Police Department
Chief Brock requested authorization to extend a formal offer of employment to Kylie Hoffman. Ms. Hoffman is scheduled to start the Police Academy in January 2026.

ACTION ITEMS FOR APPROVAL: (Continued)

9. Lower Speed Limit-Iroquois Ave & Southern Wilson
Mr. Reichert stated at the October 28th, 2025, Transportation Advisory Committee(TAC) meeting that the Committee recommended that the Board of Supervisors approve reducing the speed limit from 35mph to 30mph along Iroquois Avenue near Wilson Middle School.

10. 4-Way Stop Sign-Riegel Avenue & Noble Street
Mr. Reichert stated that on October 28th, 2025, the TAC Committee made a recommendation that the Board of Supervisors approve the installation of a 4-way Stop sign at the intersection of Riegel Avenue and Noble Street. (There are currently stop signs on Noble Street). The Committee also voted to recommend to the Board of Supervisors that they authorize Staff to conduct the necessary studies to consider one-way traffic options in this area due to the narrowness of the streets.

11. Extension of Time- 535 Mohns Hill Road
The deadline for considering the plans for the Stor4You Land Development Project is November 10th, 2025. Mr. Reichert indicated that the plans require additional revisions and resubmittal, and that the applicant has a Zoning Hearing scheduled for November 19th, 2025. At the Planning Commission's (PC) public meeting on November 6th, 2025, the PC recommended that the Board of Supervisors approve the time extension request with a new deadline of February 9th, 2026.

12. Extension of Time- PAWC Tank Project
The deadline for consideration of the plans for the PA American Water Tank Project is November 12th, 2025. The applicant is currently awaiting a decision from the Zoning Hearing Board on the Special Exception approval request. At the PC's public meeting on November 6th, 2025, the PC recommended that the Board of Supervisors approve the time extension request with a new deadline of December 31st, 2025.

Motion to approve Action Items #1-12 was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, all Supervisors present voted affirmatively, with Mr. Stuck abstaining from voting on the payment of check #115247 and voting no on the payment of check #115232. Mr. Wertz abstained from voting on payment for Fire Fund #14, and Ms. Smith abstained from voting on payment for check #115238. MOTION CARRIED

TOWNSHIP DIRECTORS

- A. Zoning/Building Department –No Report
- B. Parks and Recreation Department – No Report

- C. Engineering Department–
 - 1) 535 Mohns Hill Road-Stor4You Variance
Mr. Reichert reviewed the applicant's Zoning Variance request. Mr. Reichert said that, after review, the Staff discovered that an area of the Project had been initially set aside as a meadow.

TOWNSHIP DIRECTORS (Continued)

C. Engineering Department– (Continued)

1) 535 Mohns Hill Road-Stor4You Variance (Continued)

Over time, the owner had developed that area into a stone vehicle parking area, which the Township considers impervious, noting that this zoning district only permits 60% total impervious coverage of the lot if you do not have centralized water and sewer, which this area does not have sewer. The applicant is currently working with the Township to update the plan, go through the Land Development process, work with the County Conservation District, and obtain their NPDES permit.

Mr. Reichert explained as part of their Land Development process, the applicant is removing a section of impervious coverage that was added to the original plans, proposing a new stormwater feature, adding that area would be a green basin space, which will reduce the impervious coverage down to 67.5%, although, it will still be above the permitted 60% impervious coverage, therefore the applicant is seeking a Variance from that section of the Zoning Ordinance; Section 316(H). The Zoning Hearing is scheduled for Wednesday, November 19th. Mr. Reichert stated that the applicant went before the Planning Commission (PC) at the November 6th, 2025, public meeting. The Planning Commission voted to recommend to the Zoning Hearing Board that the Variance request be denied.

Mr. Frantz of C2C Design Group stated that he was in attendance this evening, along with Richard Savoy, Chris Rhoads, and Mark Koch, on behalf of the applicant. Mr. Frantz noted that, before submittal to the Zoning Hearing Board, they had attended meetings with Staff to identify potential issues related to the work done on the property and the requested variance. Mr. Frantz stated, as advised by Staff, that the applicant ensured the stormwater management design was acceptable and that they were meeting the Township's Ordinance requirements for the proposed amount of impervious coverage as part of the Zoning Variance application. Mr. Frantz noted that the applicant is required to have an NPDES Permit from the Berks County Conservation District and DEP, and that the application has been submitted, reviewed, and deemed administratively complete. Hence, they are currently in the technical review process for that part of the approval.

In summary, with respect to stormwater management, the applicant is proposing the 2nd stormwater management facility, noting that an existing basin is in place at the location. Mr. Frantz said this was a source of discussion with downstream neighbors regarding the impact on their property. When the stone was being put in, that basin was not designed to handle the additional impervious stone area added in what was to be a meadow. Mr. Frantz stated that the basin was overloaded, so a little more water was coming through the downstream neighbors' properties at this time. Mr. Frantz said that one of the benefits of the plan is that, with the additional stormwater management facility, it will cut off some of that area and, based on their analysis, the existing detention basin will now revert to the flows for which it was designed.

TOWNSHIP DIRECTORS (Continued)

C. Engineering Department– (Continued)

1) 535 Mohns Hill Road-Stor4You Variance (Continued)

Mr. Frantz reviewed where the new stormwater facility will drain, noting that there is a field located to the east, and that a level spreader is proposed to go along the property lines, noting that the flow will go through in that direction, and flow away from the eastern side of the property, where before, a lot of that water was captured in the existing basin, which was then discharging in a the northwest direction of the site.

Ms. Smith questioned whether, if the Zoning Hearing Board denied the Variance request, the applicant would still install the new stormwater management facility. Mr. Koch stated that if Zoning relief is not granted, there will be a reversion to the former condition, noting that, in his opinion, this is a better way to go.

Mr. Savoy said his business is small, noting that new companies are entering with vast areas and many facilities, but none of those facilities offer RV storage. They put down 2B stones to allow water to run through and provide space for the RVs. Mr. Savoy stated that he would like to request a recommendation from the Board.

Richard Savoy, the property owner, thanked the Board for their time. Mr. Savoy said there are 53 RVs on site owned by Township residents, noting that, since the Township requires RVs to be off the street, he provides a service to the Township. Mr. Savoy said that the large businesses coming in do not offer RV storage. Mr. Savoy requested that the Board consider making a recommendation to the Zoning Hearing Board.

A motion to recommend that the Zoning Hearing Board approve the Variance Request for the Stor4You Variance was made by Ms. Smith and seconded by Mr. Stuck. Upon roll call, the following votes were recorded: Ms. Smith (yes), Mr. Stuck (yes), Mr. Wertz (yes), Mr. Royer (no), and Mr. Kocher (no). MOTION CARRIED 3-2

2) 2920-2930 Penn Avenue (Former Pizza Hut) Waiver of Land Development

Mr. Reichert stated that the applicant has purchased the property and noted that Valley Builders, who are doing the work on the former Pizza Hut, are in attendance this evening. Mr. Reichert reviewed the proposed plan, noting that the proposal would further divide the Pizza Hut into possibly two uses and that the former car wash would be segmented into two possible uses. Mr. Reichert indicated that the Project is hard to pin down as a Land Development, noting that there will be a lot of work and changes occurring, so for that reason, the Township does like to see a Plan come through, for the opportunity to review with the PC and talk through it, but, it does not necessarily need to go through all the same steps as a larger project. The PC requested that the applicant submit a Waiver of Land Development request. The PC will review the lot's zoning impacts, parking usage, and ingress and egress.

Mr. Reichert indicated the applicant is proposing to redo the curb and sidewalks, creating a more uniform, clean entranceway and walking patterns. Discussed parking layout; uses currently being considered for the site are primarily office/commercial. Mr. Reichert indicated on the plan where there are potential additional green spaces.

TOWNSHIP DIRECTORS (Continued)

C. Engineering Department– (Continued)

2) 2920-2930 Penn Avenue (Former Pizza Hut) Waiver of Land Development

Ms. Smith asked if there would be enough parking spaces for Rita's as it gets busy.

Mr. Reichert said that parking requirements differ when you do not offer indoor seating, noting that it is tricky to monitor. Still, he added that, since the office uses the applicant is proposing, the traffic is light, so it is not really impacting the site very much in that regard.

In the event the waiver is granted, the Project will be processed through the Township Codes Department and will be checked for compliance with the relevant Zoning Ordinance and Building Code provisions and any additional conditions set by the Township as part of the waiver approval, in addition to the following conditions:

- a. The redesigned parking areas should be reviewed for adequacy as new uses are proposed.
- b. Sanitary sewer usage should be assessed and any need for increased EDU allocation for the location addressed.
- c. An as-built plan shall be prepared and recorded after the Project is completed.

The Planning Commission, at its November 6th, 2025, public meeting, voted to recommend that the Board of Supervisors approve the Waiver of Land Development request, conditioned upon the items outlined in the October 31st, 2025, Engineering review letter.

Motion to approve the Waiver of Land Development for 2920-2930 Penn Avenue with noted conditions in the October 31st, 2025, Engineering review letter was made by Mr. Stuck and seconded by Mr. Wertz. Upon roll call, all Supervisors present voted affirmatively. MOTION CARRIED

3) Township Municipal Garage Waiver of Land Development

Mr. Reichert reviewed the proposal submitted by Mr. Murray for a small 1-story addition to the front corner of the Township garage, which would include ADA-compliant restrooms, a storage area for equipment, space for the Township mechanic, and a break area facility for the crew, which has been lacking for years. The proposal complies with the total impervious coverage and building coverage requirements. Except for the creation of three (3) new parking spaces alongside the building, the addition does not increase impervious coverage because the area to be covered by the addition is currently asphalt.

Ms. Bensinger noted that, as part of the 2007 Municipal Campus Expansion proposal, two additions were proposed for the Township garage; however, this Project fell through and never moved forward. Mr. Murray briefed the Board about alarms and sprinklers.

Motion to approve the Waiver of Land Development for the Township Municipal Garage expansion was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, all Supervisors present voted affirmatively. MOTION CARRIED

TOWNSHIP DIRECTORS (Continued)

- D. Finance Department– No Report
- E. Human Resources– 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 EMAs –No Report
- D. Western Berks Ambulance Association– Monthly Report Submitted

SOLICITOR: –No Report

OLD BUSINESS: – None

NEW BUSINESS: –

The Board discussed purchasing a used paver, and Mr. Becker indicated that the purchase would require going through the bidding process. After discussion, the Board took the following action:

Motion to authorize Staff to start the bidding process to purchase a used paver was made by Mr. Stuck and seconded by Mr. Royer. Upon roll call, all Supervisors present voted affirmatively.

MOTION CARRIED

Ms. Smith adjourned the Regular Meeting and reconvened the Budget Meeting.

After the budget review, Ms. Smith adjourned the Budget Meeting, and the Board went into Executive Session to discuss matters of personnel. The Board emerged from Executive Session and took no action. Ms. Smith reconvened the regular meeting.

ANNOUNCEMENTS:

- 1) The next Board Meeting of Supervisors is scheduled for Monday, November 24th, at 7:00 p.m.

ADJOURNMENT: There being no further business, Chairperson Smith adjourned the meeting at 9:10 p.m.



Respectfully submitted,

Mary L Rossi

Mary L Rossi
Township Secretary