



TOWNSHIP OF SPRING

Board of Supervisors

BERKS COUNTY, PA
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REGULAR MEETING MINUTES DECEMBER 22ND, 2025

CALL TO ORDER: Chairperson Smith called a regular business meeting of the Board of Supervisors to order on Monday, December 22nd, 2025, at 8:13 a.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 Stuck, Wertz, Royer, Kocher and Smith were present. Also present were the Township Manager John Groller, Assistant Township Manager Dean Murray, Township Secretary Mary Rossi, GIS Engineering & Planning Coordinator Jen Bensingler, Information Systems Manager Jeremy Baez-Reyes, Fire Chief Colin Hackman, Deputy Fire Chief Johnathan Fritz, Director of Parks and Recreation Judy Houck, Director of Public Works Craig Conrad, Director of Zoning & Codes Enforcement Aaron Wozniak, Police Chief, Steve Brock, Director of Engineering and Planning, Jason Reichert, and Dan Becker; Esquire. 484-219 dialed in at 8:45 a.m.

AGENDA AMENDMENTS: None

ANNOUNCEMENTS: Ms. Smith stated that there was an Executive Session held prior to this meeting to discuss matters of Personnel.

SUPERVISORS RECOGNITION: *Patti J. Smith & Michael E. Kocher*

Today we are honoring the services of Chairperson Patti J. Smith and Michael E. Kocher for their years of service as Supervisors to the Township. Ms. Smith has served eighteen (18) years as a Supervisor, and Mr. Kocher served six (6) years this term, and has served as Supervisor previously.

Mr. Royer presented Ms. Smith and Mr. Kocher with Certificate of Service and read the following proclamation from PSATS;

“On behalf of the Pennsylvania State Association of Township Supervisors (PSATS), we extend our warmest **congratulations and deepest gratitude** for your dedicated years of service to your Township.

Your commitment to public service has been invaluable. Please accept the enclosed certificate as a small but heartfelt token of our sincere appreciation for your tireless efforts.

With dedicated individuals like you having served in Pennsylvania’s local government, we can rest assured that the quality of Township life will continue to survive and thrive as innovation meets tradition.”

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SUPERVISORS RECOGNITION: Patti J. Smith & Michael E. Kocher (Continued)

“We are immensely proud of our Township officials and staff, and we especially recognize those of you who have consistently served the community year after year. We commend you for a **job exceptionally well done**. The residents of your Township are fortunate to have benefited from your leadership and can take great pride in all that you have accomplished on their behalf. We recognize the sacrifices and hard work that comes with serving the public, and your unwavering commitment sets a high standard for all who follow and wish Ms. Smith & Mr. Kocher the very best in their future endeavors.”

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 the December 8th Meeting
2. List of Bills for Approval
 - 01- General Fund - \$336,694.68**
 - 02- Street Lighting Tax Fund-\$27,591.74**
 - 03- Fire Hydrant Tax Fund-\$8,982.91**
 - 04- Refuse Tax Fund-\$22,951.59**
 - 08- Sewer District #3 Fund-\$600,887.26**
 - 14- Fire Protection- \$77,567.82**
 - 18- Capital Fund -\$20,288.68**
 - 85- Developer Escrow- \$14,685.30**
3. Resolution 2025-23-Final Adoption of 2026 Budget
4. 2026 Non-Union Pay Rates
5. Ordinance #471
Amendment to the Township of Spring Non-Uniformed Employees Retirement Income Plan for Non-Uniformed employees hired on or after January 1st, 2026.
6. Approval of Amendment#6-Non-Uniformed Employee Retirement Income
7. Workers Compensation Renewal
Mr. Groller recommended that the Board approve renewal for the Workman’s Compensation Insurance with the Township’s current provider, Am Trust Insurance Company. Am Trust Company is the last provider to cover career and volunteer firefighters.
The increase in cost is driven by experience (claims) and increased estimated annual payroll expense.
8. Non-Uniform Employees Contract-2026-2029
9. Police Officers Contract-2026-2030
10. Hirneisen Payment Application
Mr. Conrad requested Board approval of Payment Application #1, in the amount of \$26,077.50 submitted by Hirneisen Electric Inc. for work completed on the Screw Press Upgrade Project. Entech Engineering Inc. and the Infrastructure Committee (IC) reviewed the payment request and recommended approval.

ACTION ITEMS FOR APPROVAL (Continued)

11. Eastern Environmental Payment Application

Mr. Conrad requested Board approval of Payment Application#9, in the amount of \$140,788.49, submitted by Eastern Environmental for work completed on the Screw Press Upgrade Project. Entech Engineering Inc. and the Infrastructure Committee (IC), reviewed the payment request and recommended approval.

12. PACT One LLC Payment Application

Mr. Conrad requested Board approval of Payment Application#4, in the amount of \$307,386.70 submitted by PACT One LLC. for work completed on the 2025 Sanitary Sewer Upgrades Project.

13. TAC Recommendation-Public Service Announcement

Chief Brock said that Transportation Advisory Committee (TAC) has discussed electric scooters and recommended that the Board authorize the creation of a Public Service Announcement for residents. The Police Department has information on its website, and the TAC Committee is recommending posting a Public Service Announcement on the Township's website and forwarding the information to the Wilson School District to share with students and parents. Mr. Kocher suggested posting something on Text My Gov.

14. Engineering Work Order-Tapping Fee Study

Mr. Reichert requested approval of an Engineering Work Order (EWO) from Entech Engineering, Inc. for a Tapping Fee Study for the Township's Sewage Treatment Plant.

15. Animal Control Services Agreement

Mr. Groller requested authorization to sign the Animal Control Services Agreement to renew the Township's agreement with Lost and Found Animal Control Services, LLC, noting that the cost will remain the same for 2026, at \$30,000.00.

Mr. Royer questioned how many animals were taken in from the Township this year.

Ms. Smith requested a change in the agreement's language to state that, if the agreement was cancelled, the Township would be prorated. The Supervisors requested that the Township pay for the services on a quarterly basis. The Board agreed to approve the agreement, subject to the two (2) requested changes.

16. Personnel Issues

Mr. Groller requested authorization to take action on the Personnel issues that were discussed in the Executive Session.

17. 2026 Township Publications-Contract Award

Ms. Houck requested Board approval to award the printing bid for the Parks and Recreation Brochure, which is published three (3) times a year and the "Communicator" that is published annually, to The Standard Group of Lititz, PA. Ms. Houck said that the per issue cost for each publication is \$6,198.00 for 16 pages, and \$8,725.00 for 20 pages.

ACTION ITEMS FOR APPROVAL (Continued)

18. Formal Offer of Employment
Mr. Groller requested authorization to extend offer a Formal Offer of Employment to Joseph Wysowaty for the full-time position of Public Works Maintenance, with an official start date of January 5th, 2026, at a starting salary of \$27.67 per hour.
19. F.O.G. Program Documents
Mr. Conrad stated that the Infrastructure Committee (IC) reviewed the documents and recommended mailing out the initial F.O.G. Letter and questionnaires to begin the F.O.G Program.
20. Formal Offer of Employment
Chief Brock respectfully requested approval to extend a Formal Offer of Employment to Alayna Balwin as a Full-time Police Officer Cadet, with a start date of January 5th, 2026.
21. Tyler Technologies Service Agreement
Mr. Wozniak requested approval of the annual service agreement with Tyler Technologies. Mr. Wozniak confirmed for Mr. Royer that staff is happy with the Tyler Technologies Program.
22. Penn Avenue Sidewalk Bid
Mr. Reichert stated that a bid opening was held on December 12th, 2025, for the Penn Avenue Sidewalk Project, but there were some miss-steps in the process, including the omission of one bid package. The proposed project will need to be rebid, and Mr. Reichert is requesting authorization to rebid it.
23. Temporary Access Agreement-Penn Avenue Sidewalk
Mr. Reichert stated as part of the Penn Avenue Sidewalk Expansion Project, two (2) parcels require temporary access agreements to construct the new sidewalk to appropriate standards. Township staff has received approval from the property owner at 2909 Penn Avenue and is seeking authorization to execute the formal agreement. Staff is working to contact the other property owner to obtain temporary access.
24. Financial Security-Learning Experience
Mr. Reichert requested authorization for the final release of Financial Security funds held in the form of a bond for Windfall Wyomissing, LLC (Learning Experience). All work related to the daycare facility is complete, and the NPDES permit is closed. GVC recommends a final release of \$152,217.85.
25. Authorization to Schedule Conditional Use Hearing
Mr. Reichert stated that Wyomissing Retail Broadcast (Broadcast District) has submitted a formal request for a Conditional Use Hearing in order to propose a “Fast Food Restaurant” use within the approved Mixed-Use “retail” establishment with a “drive-thru coffee” tenant. Staff is seeking authorization to work with the Solicitor’s office to schedule the hearing.

ACTION ITEMS FOR APPROVAL (Continued)

26. Road Use Agreement-Hoffmann Tract

Mr. Reichert stated that staff is seeking authorization to execute, pending final review from the Solicitor's office, the First Amendment to the Road Use Agreement for Iroquois Avenue. Staff has worked with the Solicitor's office and Metro Development Group on an amendment to the Road Use Agreement, which formalizes the steps to reconstruct the segment of Iroquois Avenue from SR 724 (Shillington Road) to Hillvale Ave. The proposed amendment also formalizes the schedule and applicable financial security for the work. A condition of the agreements is that the Township shall take dedication of the new roadway segment from Hillvale Avenue to Dwight Street.

27. PAWC Access Agreement Amendment

Mr. Reichert stated that the original agreement was for the lake parcel, for well explorations, and research on that project. This amendment to the agreement concerns the piece that is on the Reedy Road property. This amends the agreement to allow the PAWC to access the property for exploratory research.

Motion to approve Action Items #1- thru 27 (Action Item #15 approved with the two (2) changes to the agreements, was made by Mr. Kocher and seconded by Mr. Stuck. Upon roll call, all Supervisors present voted affirmatively, with Mr. Stuck abstaining from voting on payment to B&G Glass and Pro Max Fence Systems LLC. Mr. Wertz abstained from voting on payment of Fire Fund #14, and Ms. Smith abstained from voting on payment to Paragon Consulting Group.

TOWNSHIP DIRECTORS

- A. Zoning/Building Codes Department – Mr. Wozniak submitted a monthly report
- B. Parks and Recreation Department – No Report
- C. Engineering/Planning Department–No Report
- D. Finance Department– No Report
- E. Human Resources – No Report
- F. Public Works – Mr. Conrad submitted a monthly report and a letter of support for PA One Call 811, recognizing April 2026 as “Pennsylvania 811 Safe Digging Month.”

Mr. Kocher complimented Mr. Murray on the holiday lights installed at the administrative building.

- G. IT Department–No Report

PUBLIC SAFETY

- A. Police Department – Chief Brock submitted a monthly report
- B. Township of Spring Fire Rescue Services – No Report
- C. West Side Regional EMA – No Report
- D. Western Berks Ambulance Association– No Report

SOLICITOR – No Report

OLD BUSINESS: –None

NEW BUSINESS: –

1) Tax Collector Office Usage–Mr. Groller said that Stephen Skrocki, the Township’s Tax Collector, has requested authorization to use his space at the Township Administrative Building to collect school taxes for residents who live in the Township of Spring, and questioned if the Township would like him to pay rent. Key discussion points included the lack of a good flow in the parking lot, long lines of people, the impact it would have on the Township’s administrative staff when the Tax Collector isn’t in, and the fact that school taxes are due in a different time frame than other taxes. Mr. Groller confirmed for Mr. Stuck that Lower Heidelberg Township and Sinking Spring Borough have deputized the school to collect their own taxes.

Mr. Stuck stated that he would like more input from Mr. Skrocki and would like to discuss it at the January 5th Meeting. Mr. Groller confirmed for Mr. Royer the parking lot is typically pretty full.

2) Letter from Resident-Montello Road– Mr. Groller indicated that the Board received a letter from a resident concerned about traffic and speed on Montello Road.

3) Grant Award-Judy Schwank’s Office–Mr. Murray stated he applied for an LSA Grant for a street sweeper and two (2) police vehicles (with upfits) and said that the Township was awarded the full amount requested of \$507,704.00.

ANNOUNCEMENTS: -


1. The next meeting will be the Re-Organization Meeting at 7:00 p.m. on Monday, January 5th, 2026.

ADJOURNMENT:

There being no further business, Chairperson Smith adjourned the meeting at 9:00 a.m.



Respectfully submitted,



Mary L Rossi
Township Secretary