



# TOWNSHIP OF SPRING

Board of Supervisors

**BERKS COUNTY, PA**

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## REGULAR MEETING MINUTES

JANUARY 26TH, 2026

**CALL TO ORDER:** Chairperson Royer called a regular business meeting of the Board of Supervisors to order on Monday, January 26<sup>th</sup>, 2026, at 7:05 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 roll call, Supervisors Stuck, Zeoli, Robertson, Wertz, and Royer were present. 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, Director of Public Works Craig Conrad, Police Chief Steve Brock, Director of Engineering and Planning Jason Reichert, and Dan Becker, Esquire. Fire Chief Colin Hackman, Director of Parks and Recreation Judy Houck, and Director of Zoning & Codes Enforcement Aaron Wozniak attended via Microsoft Teams.

**AGENDA AMENDMENTS:** The Board approved amending the agenda to include discussion of internal committee assignments (motion is listed under New Business).

**ANNOUNCEMENTS:** Mr. Royer stated that an Executive Session was held prior to this meeting to discuss litigation and real estate matters.

**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 January 5th Re-Org & Regular Business Meeting
2. List of Bills for Approval
  - 01- General Fund - \$667,040.16
  - 02- Street Lighting Tax Fund-\$28,607.68
  - 03- Fire Hydrant Tax Fund-\$6.55
  - 04- Refuse Tax Fund-\$131,063.12
  - 08- Sewer District #3 Fund-\$867,582.70
  - 14- Fire Protection- \$125,596.86
  - 18- Capital Fund -\$36,686.00

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

3. Berks County Uniform Construction Code Board of Appeals Agreement  
Mr. Wozniak stated that the annual standard agreement satisfies the Township's requirements for a Board of Appeals for anyone appealing a building code interpretation. The fee to renew the agreement is \$300.00.
4. Library Board Appointments- Karen Redford & Liz Beilhart
5. Iroquois Avenue Documents & Improvements of Lot 1 of the Hofmann Tract-Tabled
6. Barwis Construction Application for Payment  
Authorization for payment to Barwis Construction for Payment Application No. 1 for work completed for the Drexelwood Park Drainage Improvement Project in the amount of \$23,630.00. The Infrastructure Committee (IC) recommended approval of the payment at their public meeting held on January 6<sup>th</sup>, 2026.
7. Emergency Repair/Maintenance Contract-Annual contract for Board approval
8. Police Department Hiring List-Chief Brock requested approval to void the current hiring list as there are only a couple of candidates on the list, noting that the Department would like to hold another hiring process in the spring.
9. Public Surplus-Authorization to Sell Vehicles-Mr. Murray requested authorization to list two (2) leaf pickers for sale on Public Surplus and approval to finalize the sale of a 2003 Ford F250 for \$3,300.00 and a 2005 Ford Ranger for \$5,600.00.
10. Penn State Trail Agreement  
Mr. Becker briefed the Board on the status of the proposed agreement and the upcoming meeting with Penn State. Mr. Becker said that after reviewing and answering any questions staff may have pertaining to the agreement, it will be authorized to send to Penn State for their review. Mr. Stuck stated that there is strong support for the agreement at the local level.
11. PAWC Amended Access Agreement
12. Waiver of Performance Bond  
Ms. Houck stated that the Standard Group, the sole bidder who was awarded the printing contract, has requested that the Board of Supervisors waive the requirement for them to supply a Performance Bond in the amount of \$12,396.00, (50% of their bid) for the printing of the 2026 Township Publications, and accept the discounted price they are offering for the waiver of the Performance Bond. Ms. Houck said that the discount they are offering the Township is a 5% reduction in cost for the 16-page publication, going from \$6,198 to \$5,888.00, and for the 20-page publication, offering a 5% reduction from \$8,725 to \$8,289.00.

*Motion to approve Action Items #1-4, and #6-12, 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 #115720, 115751, and 115747. Mr. Wertz abstained from voting on the payment of Fire Fund #14. MOTION CARRIED*

## **TOWNSHIP DIRECTORS**

- A. Zoning/Building Codes Department –Mr. Wozniak submitted a monthly report.
- B. Parks and Recreation Department
  - 1) Grant Announcement-Ms. Houck stated that the Township received official notification from the Department of Conservation and Natural Resources that it was awarded a \$1,000,000.00 grant for the Phase II development of West Wyomissing Park. Ms. Houck said that the grant is funded through the Land and Water Conservation Fund (LWCF), a federally funded program, and that additional grant application forms must be completed by March 27<sup>th</sup>, 2026. Ms. Houck provided the Board with a copy of the grant notice, noting other grants awarded and highlighting that the Township received the largest grant in the County. Mr. Groller and the Board commended Ms. Houck on the great job she did with obtaining the grant.
  - 2) Monthly 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. Mr. Conrad stated that the Public Works Department did a tremendous job during the snowstorm this past weekend, noting that most staff arrived at 2:00 a.m. Sunday morning, and continued the snow removal operations until 6:00 a.m. Monday morning. Mr. Conrad said that a few public works employees stayed until 3:30 p.m. this afternoon to take care of some sidewalks and trouble spots, noting that they put in a great effort and is very proud of them, and the Township received great feedback from the residents. The Board and Mr. Groller thanked Mr. Conrad, Mr. Murray, Mr. Fultz, and all the Public Works staff for a job well done.
- G. IT Department–No Report

## **PUBLIC SAFETY**

- A. Police Department – Chief Brock submitted a monthly report.  
The Board asked about the monthly report Ms. Correll prepares, which is typically included with the monthly activity report. Chief Brock briefed the Board on what goes into Ms. Correll putting the report together and said that, with new Board members, perhaps the Board would like to revisit the information they would like to receive. After discussion, the Board agreed to continue receiving Ms. Correll's report, noting that Ms. Robertson & Mr. Zeoli have not seen one before and will revisit the process in a few months.

Mr. Groller thanked Chief Brock and Chief Hackman and their staff for their assistance and contribution with this past weekend's storm, noting that all Township staff did an awesome job.

**PUBLIC SAFETY:** (Continued)

B. Township of Spring Fire Rescue Services – Chief Hackman submitted a monthly report and noted that on December 15th, 2025, the government changed its reporting criteria, and the Department changed to using NERIS for reporting. Chief Hackman reported that for Sunday’s snowstorm, they upstaffed and held a shift over, and they had nine (9) calls for service in a 24-hr. period, noting that nothing was storm- related and that they assisted in fighting a barn fire in Cumru Township. Chief Hackman stated that the Department was notified today that it received a grant from the Office of the State Fire Commissioners in the amount of \$16,300.00, which will be used to purchase 4 sets of structural turnout gear.

C. West Side Regional EMA – No Report

D. Western Berks Ambulance Association– No Report

**SOLICITOR** – No Report

**OLD BUSINESS:**

1) Harvard Boulevard -Mr. Murray briefed the Board and new Board Members on some of the particulars of the proposed Harvard Boulevard Project, noting that the Township received a \$250,000.00 grant last year for handicapped ramps and partial curb replacements. Mr. Murray stated that, due to the deplorable condition of Harvard Boulevard, the Public Works staff applied a skim coat to the roadway to help for now, until the Township fully repairs the road. When the road is fully repaired, the curbing, sidewalks, and handicapped ramps must be updated.

**Key Discussion Points:**

- Grant money must be used within three years of receipt.
- The need to hold a “Town Hall” meeting
- Some areas will need sidewalk replacement.
- Funding of the project
- Repairs/Replacements of curbs and sidewalks must be done to Township standards.

Mr. Murray confirmed with Mr. Stuck that he was seeking direction on how the Board would like to move forward with the overall project. Mr. Groller suggested that staff provide Ms. Robertson & Mr. Zeoli with cost estimates and information related to the project so that they are informed of the project's details. Mr. Becker suggested that the Board hold a Special Meeting for the “Town Hall” meeting to discuss Harvard Boulevard and perhaps schedule it at the Fire Station due to the number of residents that may attend. Chief Hackman noted that the Fire Station’s maximum occupancy is 88. Ms. Robertson asked if there were any types of assistance that residents could apply for.

**OLD BUSINESS:** *(Continued)*

2) Animal Control Agreement Follow-up

Mr. Groller briefed the Board, noting that when the Board approved the Agreement, they indicated they would like to pay the fees quarterly. Mr. Groller stated that he and Mr. Murray spoke with Ms. Poper, who responded requesting a semi-annual payment, one (1) in January and one (1) in July. The fee for the Township for the service is \$30,000.00 a year. Mr. Groller noted that in 2025, 10 dogs went to the sanctuary, which comes out to approximately \$3,000.00 a dog. Mr. Groller explained that the Police Department takes in quite a few lost and stray dogs, that they have a kennel, post pictures and information on social media, use a chip reader for strays that are chipped, and that the Department has a high success rate in returning animals to their owners. Mr. Groller said that the proposed agreement does include cats as long as they are microchipped or collared. Mr. Groller explained the history of animal control and the costs to the Township. After the discussion, the Board agreed to pay for the services semi-annually.

**NEW BUSINESS:**

1) 2257 Lincoln Avenue- Fire Escrow Ordinance Waiver Request

Mr. Wozniak stated that a house fire occurred at 2257 Lincoln Avenue, with the damage so severe that the house needed to be torn down, noting it took approximately thirteen (13) months for the demolition. Mr. Wozniak provided information and exhibits to the Board and noted that after the demolition, it was determined that the foundation could not be built on. The property owner submitted a request to the Board of Supervisors to authorize the release of the fire escrow insurance money. Mr. Wozniak stated that, per the Township Ordinance, the Township holds the escrow funds to ensure that the property is restored to a safe or livable condition. Mr. Wozniak said that Mr. Holtzmacher was not able to attend tonight's meeting. After discussion, the Board agreed that they would like Mr. Holtzmacher to attend the February 9th, 2026 Board of Supervisors meeting to review the request to release the fire escrow insurance funds.

2) Committee Assignments (Agenda Amendment)-*Motion to Amend the Agenda to discuss internal committees was made by Mr. Stuck and seconded by Mr. Wertz. Upon roll call, all Supervisors present voted affirmatively. MOTION CARRIED*

Mr. Royer relayed Mr. Stuck's suggestion that contract negotiation, pension, health care, and personnel be merged into one Committee, with the same Supervisors and staff on those Committees. Mr. Stuck stated that he feels that they should all be listed under the Personnel Committee. Mr. Becker noted that the committees are ad hoc; therefore, it is up to the Board to determine which Board members serve on the committees.

**ANNOUNCEMENTS:**

1. Emergency Sanitary Sewer Repair- Mr. Conrad reported that on January 13<sup>th</sup>, 2026, Public Works crew was doing maintenance on an outlet pipe in the Lincoln Avenue area and discovered an exposed 12" sewer main in the channel. Mr. Conrad reviewed the exhibits, indicating the area, noting that this is an emergency situation as the sanitary sewer conveys a significant portion of the Township's sanitary sewer flow. Mr. Conrad reviewed the repair that will be required, noting that Schlouch Incorporated provided an estimate for the emergency repair at \$38,903.40.

**ANNOUNCEMENTS:** *(Continued)*

2. Elected Officials Class Information presented by the Berks County EM Staff.
3. The next Board of Supervisors Meeting is scheduled for Monday, February 9<sup>th</sup> at 7:00 p.m.

**ADJOURNMENT:** There being no further business, Chairperson Royer adjourned the meeting at 8:23 p.m.

Respectfully submitted,



*Mary L Rossi*

Mary L Rossi  
Township Secretary