



# TOWNSHIP OF SPRING

Board of Supervisors

**BERKS COUNTY, PA**  
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## REGULAR MEETING MINUTES

**APRIL 27<sup>TH</sup>, 2026**

**CALL TO ORDER:** Chairperson Royer called a regular business meeting of the Board of Supervisors to order on Monday, April 27<sup>th</sup>, 2026, at 7:15 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 Robertson, Wertz, Zeoli, Stuck, and Royer were present. Also present were Township Manager John Groller, Township Secretary Mary Rossi, GIS Engineering & Planning Coordinator Jen Bensinger, Information Systems Manager Jeremy Baez-Reyes, Fire Chief Colin Hackman, Director of Parks & Recreation Judy Houck, Public Works Director Craig Conrad, Director of Zoning & Codes Enforcement Aaron Wozniak, Police Chief Stephen Brock, Director of Engineering & Planning Jason Reichert, Esquire Dan Becker, and Stenographer Jolene Remus.

**AGENDA AMENDMENTS:** None

**OPEN TO THE FLOOR:** None

*Mr. Royer recessed the regular meeting to open the duly advertised scheduled Public Hearing for Raising Cane's Restaurants LLC.*

Mr. Becker stated that Raising Cane's Restaurants LLC requested that the Township continue the Hearing at a later date. The request to continue the Hearing to Tuesday, May 26<sup>th</sup>, 2026, at 7:15 p.m., at the Township Administrative Building, was entered as an Exhibit.

*Motion to approve to reconvene the Public Hearing for Raising Cane's Restaurants LLC to Tuesday, May 26<sup>th</sup>, at 7:15 p.m. at the Township's Administrative Building was made by Mr. Stuck and seconded by Mr. Wertz. Upon roll call, all Supervisors present voted affirmatively.*

**MOTION CARRIED**

*Mr. Royer recessed the Public Hearing and reconvened the regular Board of Supervisors Meeting.*

**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 April 13<sup>th</sup> Regular Business Meeting

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

2. List of Bills for Approval

**01- General Fund - \$218,790.45**

**02- Street Lighting Tax Fund-\$3,305.05**

**04- Refuse Tax Fund-\$58,264.68**

**08- Sewer District #3 Fund- \$709,384.56**

**14- Fire Protection- \$29,487.92**

**18- Capital Fund- \$259,445.48**

3. F.O.G. & Sewer Management Program Tracker

Mr. Wozniak presented a software program that will assist staff in meeting the requirements of the Township's On-Lot Septic Sewer Management Program. Mr. Wozniak stated that staff have been researching since 2020 and, after a few demonstrations of this software, found it to be well-priced, user-friendly, and that it will also support the Township's F.O.G. Program. Mr. Wozniak highlighted the software's functions and said there is an initial installation cost, and the annual fee for the On-Lot Septic Management Program is \$10,000.00. Spread over 750 properties, the cost comes to \$13.33 per property.

Mr. Wozniak stated that the software information was presented to the Infrastructure Committee (IC), and after review, the IC recommends approval of the purchase of the software. Mr. Wozniak confirmed for Mr. Royer that the Township currently does not charge a fee as part of the On-Lot Septic Sewer Management Program, and fee collection is not part of the software.

Mr. Conrad stated that the annual fee for the software for the F.O.G. Program is \$7,900.00 and is higher per customer, as there are only approximately 88 customers, which will come out to approximately \$90.00 per customer. Mr. Conrad said that it has been discussed that after the first year of the F.O.G. Program, the Township would establish a fee for establishments, noting that there is efficiency in using the same software for both programs.

Mr. Zeoli suggested possibly charging a fee to On-Lot Septic Sewer users on a 2- or 3-year basis. Mr. Wozniak said that would be a question for the business office staff, noting that all customers would be on a three-year cycle, which this software tracks.

4. Ford F150 Purchase-Mr. Groller requested approval of the Purchase Order from Tom Masano Ford, Inc. for the Ford F150 for the Sewer Plant, noting the purchase totaling \$47,700.00 was budgeted.

5. Hirneisen Electric, Inc. Change Order #1

Mr. Conrad stated that Hirneisen Electric, Inc. performed an underground conduit investigation in the press building, which was work outside of the scope of the Screw Press Upgrade Project. Entech Engineering, Inc and the IC Committee reviewed the Change Order and recommend approval at the cost of \$3,234.40.

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

6. Hirneisen Electric, Inc. Payment Application #4 Mr. Conrad said that the Payment Application Committee reviewed the payment application request and recommended approval of the payment in the amount of \$2,910.96.
7. Schwing Bioset, Inc. Invoice  
Mr. Conrad stated that the Township purchased the Screw Press separately, outside of the contract. This invoice represents the last payment for the equipment. Entech Engineering, Inc. and the IC Committee reviewed the invoice and recommend payment to Schwing Bioset, Inc. in the amount of \$23,110.00.
8. Entech Engineering Work Order  
Mr. Conrad requested approval for a work order (EWO) for Entech Engineering, Inc. to complete an update to the Township's Standard Specifications and Detail Updates for the Township's Sewer System, which were last updated in 2007. The IC Committee reviewed the EWO and recommended approval at a cost of approximately \$10,000.00.
9. Sanitary Sewer Upgrades Project Change Order #1  
Mr. Conrad stated that the contract has been revised to include unforeseen substantial costs associated with contaminated soils that were discovered in the Reading Avenue and Garfield Avenue areas. The IC Committee reviewed the Change Order request and recommended approval of the Change Order in the amount of \$207,856.07.
10. Contract Award- Shiloh Hills Park  
Ms. Houck recommended that the award of the Meadow Management/Hay Production Contract be awarded to Matt Balthaser in the amount of \$1,800.00. The Contract is valid from July 1<sup>st</sup>, 2026, and expires November 15<sup>th</sup>, 2026. The Contract may be extended by mutual agreement of both parties at the 2026 contract price for an additional one (1) year. Ms. Houck confirmed that the contract is with the high bidder, as the Township will be paid for the right to harvest the meadow grasses from the fields, saving the Township money because staff will not have to mow the fields. Ms. Houk noted that the property is four (4) parcels, totaling 36 acres.
11. Contract Award- West Wyomissing Park  
Ms. Houck stated that she and Ann Yost of YSM recommend that the award of Phase 1 of the Construction Contract for the West Wyomissing Park be awarded to Construction Master Services, LLC (CMS) in the amount of \$327,530.85. Funds have been budgeted for this Project. Ms. Houck noted that DCNR recommended that the Township combine Phases 2 & 3 into a single Phase 2 for the grant application. Ms. Houck noted that Ms. Yost had received additional references after the deadline, which were very good, and added that CMS installed ADA-accessible paths at the Red Caboose Park and Shiloh Hills Park. The Board confirmed for Ms. Houck their interest in attending a Groundbreaking Ceremony.

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

12. Conditional Use Hearing  
Mr. Reichert requested authorization to work with the Solicitor to schedule a Conditional Use Hearing for the Broadcast District Project as it relates to a number of restaurants that they have proposed. Mr. Reichert explained that the proposed facilities fall under the Township's definition for fast food in the Township's Zoning Ordinance, which is a use permitted by right through Conditional Use Hearing approval.
13. Accessible Parking Request- 214 Intervilla Avenue
14. Accessible Parking Request-2731 Grandview Blvd  
Chief Brock said that this request was denied at the last Board of Supervisors' Meeting. He spoke with the resident, who informed him of his current health issues. Chief Brock briefed the Board and recommended approval of the request, noting that the permits are valid for one (1) year and that staff can reevaluate in one (1) year to determine whether the accessible parking space is still necessary.
15. Burn Ordinance  
Mr. Groller requested Board authorization to advertise the recently revised burn ordinance. Chief Hackman said that the Ordinance will allow the implementation of a burn ban as needed, removing the delay of waiting until the next Board of Supervisors Meeting. Mr. Stuck noted the typo in Section 801, Item E.
16. Police Vehicle Purchase  
Mr. Groller stated that the Police Department is seeking approval to purchase two (2) new Police Vehicles, which were included in the Budget and are also part of the recently awarded LSA Grant. The lowest quote was from Tom Masano Ford, Inc. at \$45,500.00 per vehicle. COSTARS pricing was received from a 10-8 Emergency Vehicle Service Company for the outfitting and lighting package. Altogether, it is approximately \$82,000.00 per vehicle. The Township was awarded \$127,800.00 in LSA Funding for these vehicles, and an additional \$40,000.00 in Township funding was budgeted to cover the difference.
17. Job Description -Wastewater Operator  
Mr. Conrad said a position for a Wastewater Operator is opening at the end of the year due to a planned retirement. The job description has been updated to include a few maintenance requirements in preparation for the opening.
18. Hiring Process Approval  
Mr. Conrad requested authorization to begin the interviewing/hiring process for a Wastewater Operator, noting that the position was budgeted for mid-year 2026.
19. Authorization to Prepare Ordinances  
Mr. Wozniak requested approval to prepare ordinances to adopt the 2021 International Fire Code and the 2021 International Property Maintenance Code. Mr. Becker confirmed for Chief Hackman that the Township may not piggyback on the state and update every three years, as the state does automatically. The township must advertise every time the ordinances are updated.

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

*Motion to approve Action Items #1-#19 was made by Mr. Stuck and seconded by Mr. Wertz.*

Mr. Wertz questioned the success of the Management Program with Paragon Consulting Group. Mr. Groller explained the services provided by Paragon Consulting Group, noting that a multitude of staff participate and the different types of training offered.

*Upon roll call, all Supervisors present voted affirmatively, with Mr. Stuck abstaining from voting on payment for checks #116413, and Mr. Wertz abstaining from voting on payment for Fire Fund #14. MOTION CARRIED*

**TOWNSHIP DIRECTORS:**

A. Zoning/Building Codes Department- No Report

B. Parks and Recreation Department- Ms. Houck submitted a Monthly Report and said that the Touch-A-Truck event is scheduled for Saturday, May 9<sup>th</sup>, from 11:00 a.m.-2:00 p.m. at Shiloh Hills Park.

C. Engineering/Planning Department–Authorization to Execute PPL Superload agreement upon recommendation of Staff/Solicitor- Mr. Reichert said that the Township received a request from Bay Crane Projects, in support of a delivery for PPL, for approval of use of Township roadways for the delivery of a “superload”. The delivery is for two(2) transformers, which will arrive by rail at the intersection of Lutz Drive and Fritztown Road.

The deliveries will be roughly 4 weeks apart, with the first transformer tentatively scheduled to arrive the week of May 11<sup>th</sup>, 2026. Mr. Reichert briefed the Board on the route, noting that it will take roughly one hour to travel one mile through the Township to the Township of Cumru, as it can only travel approximately 3 mph, and the State Police will work as a rolling guidance for them, block intersections, close them up, and basically travel the whole way with the delivery. The final destination for the superload is Lehigh County.

Township staff is working with the Solicitor’s office to prepare a Road Use Agreement to present to the transportation company. This agreement will cover bond requirements in the event of any damage to the Township's roadways or infrastructure.

*Mr. Stuck made a motion to deny the request to execute the PPL Superload Agreement upon recommendation of Staff/Solicitor. There was no second; the motion did not pass.*

*Motion to authorize execution of the PPL Superload Agreement upon recommendation of Staff & Township Solicitor was made by Mr. Royer and seconded by Mr. Wertz. Upon roll call, the motion passed by a vote of 4-1 (Mr. Stuck no). MOTION CARRIED*

D. Finance Department– Quarterly Status Report

Mr. Groller provided the Board with a quarterly status report for the first Quarter of 2026 compared to the first quarter of 2025.

E. Human Resources – No Report

F. Public Works –

1) Monthly Report-Mr. Conrad submitted a Monthly Report.

**TOWNSHIP DIRECTORS:** (Continued)

F. Public Works (Continued)

2) Recommendation to discontinue accepting septage at WWTP- Mr. Conrad stated that the IC Committee discussed the issues with receiving septage at the sewer plant. Mr. Conrad reported that the practice has been discontinued at this time. If the Township receives a single bad load of septage, it upsets the entire plant, making it difficult to meet permit requirements on the downstream side where it discharges. Mr. Conrad noted that only two (2) loads received were from the Township; the rest were from other municipalities.

G. IT Department– Mr. Baez- Reyes stated that the TexMyGov Program revamped their services package, updating the Board on the new features, including voice alerts for anyone who has a landline and National Weather Service Alerts. Mr. Baez-Reyes updated the Board on the phone system quote, noting that the quote is reduced to \$99,707.06.

**PUBLIC SAFETY:**

A. Police Department – Grandview Blvd 1 Hour Closure Request

Chief Brock stated that Mr. Simcox, the Facilities Director for the Wilson School District, requested tentative approval to block off a portion of Grandview Boulevard for one hour for the Prom. A map of the route was provided to the Board, and Chief Brock said the Department has been assisting for the last couple of years and confirmed that the closure will not require overtime for the Department.

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

**NEW BUSINESS:** None

**OLD BUSINESS:**

1) Proposal to Ban Single-Use Plastic Bags- The Board will decide at a later date when to invite the group (What'SUPBerks) to present in depth a proposal to ban single-use bags.

2) Harvard Boulevard-Mr. Reichert confirmed for Mr. Stuck that the next official step is to hold a Town Hall Meeting with residents. This meeting will be a Special Meeting, preferably held at the Fire Department's building.

**ANOUNCEMENTS:** Mr. Royer stated that an Executive Session was held prior to this meeting to discuss matters of potential litigation.

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

Respectfully submitted,



Mary L Rossi

Township Secretary

