

Greenwich Township Board of Supervisors
Reorganizational & Regular Meeting
Monday, January 5, 2026 @ 7:10 p.m.

Attending: Supervisors: Dean Spohn, Victor Berger, Carl Dunn, Professional Staff: John Poff–Systems Design Engineering, Inc., Colin Macfarlane-Kozloff Stoudt P.C., and Diane Hollenbach-Administrator

Mr. Spohn called the Greenwich Township Reorganization Meeting to order at 7:10 p.m.

ANNOUNCEMENTS:

Please state your name and address if addressing the Board. This meeting will be recorded for the accuracy of the minutes and deleted. Attending visitors may also be recording.

REORGANIZATION

Chairman Protem Mr. Macfarlane asked for nominations for the position of Chair of the Board of Supervisors for 2026. Mr. Dunn nominated Dean Spohn as Chairman of the Board of Supervisors in 2026. All voted in favor. Motion carried.

Chairman Protem Mr. Macfarlane asked for nominations for the position of Vice Chair of the Board of Supervisors for 2026. Mr. Dunn nominated Victor Berger as Vice Chairman of the Board of Supervisors in 2026. All voted in favor. Motion carried.

Mr. Macfarlane turned the meeting over to the Chairman.

PUBLIC COMMENT: None

A motion was made by Mr. Dunn, seconded by Mr. Berger, to set the Meeting Schedule for the Board of Supervisors as the first Monday of every month with the exception of September, which will occur on the first Tuesday of that Month and authorize the secretary to advertise the 2026 meeting dates. All voted in favor. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to set the Meeting Schedule for the Planning Commission as the third Monday of every month and authorize the secretary to advertise the 2026 meeting dates. All voted in favor. Motion carried.

A motion was made by Mr. Berger, seconded by Mr. Dunn, to designate the Reading Eagle as the publication for the advertisement of public notices. Mr. Dunn asked if the readership of the Reading Eagle in Greenwich Township is known. It is not. Hearing no further questions, all voted in favor. Motion carried.

STAFF APPOINTMENTS

A motion was made by Mr. Dunn, seconded by Mr. Berger, to appoint Diane Hollenbach as Administrator/Secretary/Treasurer. All voted in favor. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to appoint Bobby Follweiler as Road Master. All voted in favor. Motion carried.

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A motion was made by Mr. Dunn, seconded by Mr. Spohn, to appoint Victor Berger as Assistant Road Master. Mr. Spohn and Mr. Dunn voted in favor and Mr. Berger abstained. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to appoint Diane Hollenbach Open Records Officer. All voted in favor. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to appoint Matt Brett as Emergency Management Coordinator and Director of Em. Svc. All voted in favor. Motion carried.

A motion was made by Mr. Berger, seconded by Mr. Dunn, to appoint Ken Sanner as Vacancy Board Chair. All voted in favor. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Spohn, to adopt Resolution 2026-01 Re-appointing employees and setting wages. Mr. Spohn and Mr. Dunn voted in favor and Mr. Berger abstained. Motion carried. Mr. Dunn asked if there were written job descriptions. Mrs. Hollenbach stated that there were no written adopted job descriptions although the insurance company does request this each year.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to approve the Township Holiday Schedule. All voted in favor. Motion carried.

PROFESSIONAL APPOINTMENTS

A motion was made by Mr. Dunn, seconded by Mr. Berger, to appoint Kozloff Stoudt PC as Township Solicitor.

A motion was made by Mr. Berger, seconded by Mr. Dunn, to appoint Orlando Law Office as Zoning Hearing Board Solicitor. All voted in favor. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to appoint Systems Design Engineering, Inc. as Township Engineer. All voted in favor. Motion carried.

A motion was made by Mr. Berger, seconded by Mr. Dunn, to appoint LTL Consultants as 3rd party to act as Zoning Officer and Building Code Inspector. All voted in favor. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to adopt Resolution 2026-02 Establishing a fee schedule. All voted in favor. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to adopt Resolution 2026-03 Establishing 2025 SEO Fee Schedule and appointing LTL Consulting as the Greenwich Township Sewage Enforcement Officer for 2026. All voted in favor. Motion carried.

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BOARD APPOINTMENTS

A motion was made by Mr. Berger, seconded by Mr. Dunn, to adopt Resolution 2026-04 appointing Dean Scott to the Zoning Hearing Board with a term ending 12/31/2028. All voted in favor. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to appoint Ken Sanner to the Greenwich Township Planning Commission with a term ending 12/31/2029. All voted in favor. Motion carried.

TAX COLLECTION AND FINANCE

A motion was made by Mr. Dunn, seconded by Mr. Berger, to authorize the Depositories for Township funds to be New Tripoli Bank and PLGIT. All voted in favor. Motion carried.

A motion was made by Mr. Berger, seconded by Mr. Dunn, to appoint Berkheimer as the Collector of Local Services, Amusement, and Delinquent Per Capita Taxes. All voted in favor. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to appoint Berks EIT Bureau as the Collector of Earned Income Taxes. All voted in favor. Motion carried.

A motion was made by Mr. Berger, seconded by Mr. Dunn, to appoint Berks County Tax Claims Bureau as the Collector of Delinquent Real Estate Taxes. All voted in favor. Motion carried.

A motion was made by Mr. Berger, seconded by Mr. Dunn, to establish Mileage/Travel Reimbursement at the current IRS Rate of 72.5 cents per mile. All voted in favor. Motion carried. Mr. Dunn asked if that stayed constant throughout the year. Mrs. Hollenbach stated it usually does unless the IRS decides to change it.

A motion was made by Mr. Berger, seconded by Mr. Dunn, to adopt Resolution 2026-05 to Appoint an outside auditing firm, Campbell, Rappold & Yurasits LLP. Mr. Dunn asked how long they were auditing the township records. Mrs. Hollenbach stated that they were in place when she was hired in 2023. Hearing no further questions, all voted in favor. Motion carried.

STATE CONVENTION

A motion was made by Mr. Dunn, seconded by Mr. Berger, to appoint Victor Berger, Dean Spohn, Carl Dunn, Bobby Follweiler, and Diane Hollenbach as Delegates to the State Convention. All voted in favor. Motion carried.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to appoint Dean Spohn as the Voting Delegate for the State Convention. Mr. Berger and Mr. Diehl voted in favor and Mr. Spohn abstained. Motion carried.

A motion was made by Mr. Spohn, seconded by Mr. Dunn, to appoint Victor Berger as the Alternate Voting Delegate. Mr. Spohn and Mr. Diehl voted in favor and Mr. Berger abstained. Motion carried.

Having no further business, Mr. Spohn adjourned the Reorganization Meeting at 7:24 p.m.

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Mr. Spohn called the Greenwich Township Regular Meeting to order at 7:25p.m. and asked everyone to rise for the Pledge of Allegiance.

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APPROVAL OF THE MINUTES:

A motion was made by Mr. Dunn, seconded by Mr. Berger, to approve the minutes of the December 29, 2025 year end meeting. All voted in favor. Motion carried.

PERSONAL APPEARANCES and PUBLIC COMMENT: None

PLANS TO REVIEW: The monthly Subdivision and Land Development Status Report was reviewed.

A motion was made by Mr. Dunn, seconded by Mr. Berger, to reject the Heiter Sketch Plan unless an extension of time is offered before February 2, 2026. All voted in favor. Motion carried.

OLD BUSINESS: None

NEW BUSINESS:

Resolution 2026-06 Tax Collector Credit Card Payments – Tabled

GLC Lehigh Valley West HOP

A motion was made by Mr. Dunn, seconded by Mr. Berger, to authorize the solicitor and engineer to meet with Penn DOT regarding the intersection at SR737 and SR22. All voted in favor. Motion carried.

REPORTS:

Administrator – Working on state reporting and W2s.

Road Master – None.

Engineering and Zoning Reports – Written reports were submitted. John Poff of Systems Design Engineering introduced himself as Michael Bingham’s replacement. Mr. Poff has 37 years of experience and has done work in Berks and its surrounding counties.

Solicitor – Mr. Macfarlane stated there were concerns brought forward in the last SDE review letter regarding truck turning movements for the 737/Old Rte. 22 intersection. Brian Kobularcik, for the developer, stated that the Krumsville Inn will be taken down and the left

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turn from SR737 works. The radius is a foot from the traffic signal post. Mr. Macfarlane asked what percentage of trucks won't be able to make the turn and if it was likely that with the warehouse contributing more truck traffic, the odds increase of the pole getting hit. Mr. Kobularcik stated that Penn DOT has okayed the design. Mr. Macfarlane responded that the township has the right to say the intersection must be upgraded to Greenwich Township SALDO standards and the HOP Agreement states the township must be satisfied with the plans. Mr. Kobularcik pointed out that trucks swing out into the far lane to make the turn now. He added that Penn DOT wanted Rhoades Road to be one way but agreed to a traffic signal instead.

Dodie Sable stated that the plans still show her driveway entering into the intersection and that the Rhoades Road line of site is through her living room. I78 detours make the intersection worse and what will happen when the trips increase due to warehouse traffic. Marc Sable stated that Penn DOT is aware that trucks swing into the other lane and their safety standards are not always met. The Sables continue to be concerned about traffic noise, damage to their property and the location of their driveway.

David Laudadio asked why Penn DOT cannot come to a township meeting.

FINANCIAL MATTERS:

A motion was made by Mr. Dunn, seconded by Mr. Berger, to approve the bills and accept the Treasurer's Report as presented. All voted in favor. Motion carried.

Having no further business, Mr. Spohn adjourned the regular meeting at 7:58 p.m.

Respectfully Submitted,

Diane Hollenbach

Administrator/Secretary/Treasurer