



# LOWER ALSACE TOWNSHIP



## A MESSAGE FROM YOUR TOWNSHIP MANAGER



To all residents of Lower Alsace Township,

I would like to say, on behalf of the Township Supervisors and the Township staff, that it is our responsibility to provide municipal services to all of our residents and be responsive to their needs. The Township makes all efforts to hear and respond to resident concerns. If you have feedback, please email or phone the office to let us know or attend a Township meeting. These are the best ways for your voice to be heard.

The Township would like to acknowledge the dedicated staff at the Township. Allison Smith is the Assistant to the Township Manager. She is the first person you meet when you enter the office. She assists residents with construction permits, planning and zoning questions, and takes information on property maintenance complaints which are reported to the Joint Code Department of Central Berks Police. Bette Petrov is the Township Property Transfer and Rental Property Registration Clerk. She assists buyers and sellers through the process to make sure houses meet certain safety standards during the transfer of ownership and assists landlords with registration of their rental property. This is performed to verify that rental properties are held to certain health and safety standards for the benefit of the renters. Carl Weikel is the Township Road Foreman. He oversees the annual road replacement work and oversees snow plowing efforts in winter. He also maintains road and road sign repair, mowing work, clearing roads of fallen trees, collecting leaves in the fall, and maintaining the Township fleet of vehicles and equipment. He oversees the full-time and part-time staff on the road crew. The Township thanks these employees for their service!

The Township continues to maintain and improve the Township infrastructure while controlling costs and reducing the need for tax increases. We understand that some issues are more difficult to resolve for various reasons, but the staff does make every effort to work with the residents to find solutions. The Township is committed to making sure the services which Township residents expect and pay for through your tax dollars are being provided. My job is to provide services and make necessary improvements in a cost-effective way while providing the necessary funds to accomplish these goals.

The Township saw the completion of the PennDOT road and bridge project. The Township was awarded an \$850,000 grant for a street scape project on Carsonia Avenue which will add sidewalks and ADA curb ramps, improve street lighting and storm water systems, and many other features. The Township was also awarded an LSA grant for the purchase of a skid steer to expand our capabilities to perform road repairs. More major road replacement is scheduled using state fuel tax dollars received.

Finally, the Township is guided by the members of the Board of Supervisors. John Theodossiou, Todd Weikel, and Ann Sellers have provided strong leadership in improving the quality of life and property maintenance so that this community retains the charm that residents and guests look forward to seeing.

Don Pottiger  
Township Manager

Lower Alsace Township  
1200 Carsonia Avenue  
Reading, PA 19606

### TOWNSHIP OFFICE HOURS

Monday – Friday:  
8:00 am to 4:00 pm  
(except holidays)

Phone: 610-779-6400

Fax: 610-370-0797

[www.latownship.org](http://www.latownship.org)

[www.facebook.com/  
loweralsace.township](https://www.facebook.com/loweralsace.township)

### Board of Supervisors

meetings are held the  
second Thursday of each  
month at 6:30 pm.

Workshop meetings are  
reserved for all fifth  
Thursdays on the calendar  
(if needed). Please see the  
Township website for the  
posted agendas and  
meeting minutes.

### Planning Commission

meetings are advertised for  
the first Wednesday of each  
month at 7:00 pm and held  
as needed.

# 2025 LOWER ALSACE TOWNSHIP CALENDAR

JANUARY						
S	M	T	W	T	F	S
			1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King Jr. Day	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 President's Day	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Good Friday	19
20 Easter	21	22	23	24	25	26 Earth Day Cleanup
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Memorial Day	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4 Independence Day	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
	1 Labor Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 BEGINS	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11 Veteran's Day	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Thanksgiving Day	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
	1 ENDS	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Christmas Day	26	27
28	29	30	31			

**Holiday**  
(office closed)

**Township Supervisor's Meeting**

**Recycling**

**Leaf Collection**

**Planning Commission**  
(as needed)

**Brush Collection**  
(by appointment)



# LEAF AND TREE LIMB COLLECTION

## Leaf Collection



For the Lower Alsace Township residents in Pennside, Stony Creek and Highland Avenue areas, the annual leaf collection program will begin daily from September 29, 2025 until December 1, 2025, contingent upon any significant snowfall occurring prior to that date. Leaves (and only leaves) should be placed on the street near the curb so that they will not pose a traffic hazard, but will enable the leaf vacuum to easily collect. Please avoid parking vehicles on or close to the piles. Please do NOT bag leaves.

This weekly pickup route starts at the Borough line and ends at Stony Creek. The road crew will run continuous cycles and collect leaves. Those living in this area do not need to call to schedule collection.

For those residents not located on the regular route, such as the rural and mountain areas, please call the township office to arrange for your leaves to be collected. The Township will make every effort to collect within a week.

**IMPORTANT** – It is critical that the leaf piles do not contain yard debris, plants with dirt, rocks, or brush. The storm water on your street ultimately flows into the Antietam Creek, so please do not leave grass clippings in your gutters. The debris will be washed into, and clog up, the storm water drains resulting in potential flooding. If you contract with a landscaping service, please inform them of this prohibition.



## Tree Limb Collection

The township road crew will collect tree branches and limbs from property owners who wish to participate in this collection program. Shrubs, plants and flowers cannot be processed through the woodchipper and will NOT be collected. Street-side wood chipping for Lower Alsace Township residents will be scheduled, by appointment, on the Tuesday following recycling collection from April through October. Please refer to the calendar in this newsletter for specific dates. **Please call the township office at 610-779-6400 by 3:00 pm on the Friday before those collection dates to schedule a pick-up to guarantee inclusion on the next collection date.**



**Please help keep our employees and your neighborhood safe by following these regulations:**

**If you are using a professional tree service, the Township asks that you have that company remove all wood. The tree branch collection program is designed for minor tree trimming, not tree removal.**

**Do not place branches on the sidewalk or street where they would interfere with pedestrians or vehicle traffic.**

**Please leave your branches and limbs in full length, no more than 12 inches in diameter, and place them cut side to the street. Do not bundle the branches. Be sure your branch piles are free of wire or rope. Piles should not contain stumps, roots, dirt, plants or weeds. Only tree branches which are large enough to be effectively chipped should be put out for this program. Small twigs do not run smoothly using the chipper, so those items should be disposed of with your trash.**



## CODE ENFORCEMENT

*By: Arthur Kelly, Central Berks Codes Program Administrator*

### Property Maintenance and Quality of Life

Well maintained communities are attractive and promote community cohesiveness. Property Maintenance Codes are primarily used to keep a community in good condition – healthy, vibrant, and property values stay higher. Property Maintenance Code enforcement helps protect residents from potential hazards and health risks as well as helping protect neighborhoods from blight and other issues.

Sometimes simple steps in maintaining a property can have huge positive impact on a neighborhood and community. A fresh coat of paint, repair of fences and retaining walls, reducing clutter on the exterior of the home, maintaining lawns and ornamental plantings, trimming overgrown bushes and tree branches, can improve the overall appearance of neighborhoods and encourages pride and a sense of community among our residents.

Lower Alsace Township has adopted the International Property Maintenance Code and utilizes the Central Berks Regional Codes Enforcement Department to undertake enforcement of property maintenance codes. The Central Berks Regional Codes Enforcement Program was established in a joint program between Lower Alsace Township and the Borough of Mt. Penn. This program is operated under the control and authority of the Central Berks Regional Police Department. The international Property Maintenance Code sets international standards that apply to existing residential and non-residential structures and existing premises. It contains clear and specific requirements governing maintenance of buildings. It constitutes minimum requirements and standards for light, ventilation, space, heating, sanitation, protection from the elements, a reasonable level of safety from fire and other hazards, and a reasonable level of sanitary maintenance.

The Department's Code Enforcement Officers are committed to working with residents and businesses that is both professional and most effective; they focus their efforts on providing opportunities for solving problems and eliminating violations. Not everything that people assert is a "quality of life" or "code violation" is something

that the Central Berks Regional Codes Enforcement Department can enforce through the International Property Maintenance Code. The Department's Code Enforcement Officers will work cooperatively with the Township's Zoning Officer, Building Code Officials, the Central Berk Police Department, and other state and federal agencies on addressing issues that are observed or reported to them or the Department. If a property maintenance code violation is established, the most expedient and efficient way to solve the problem is to seek voluntary compliance.

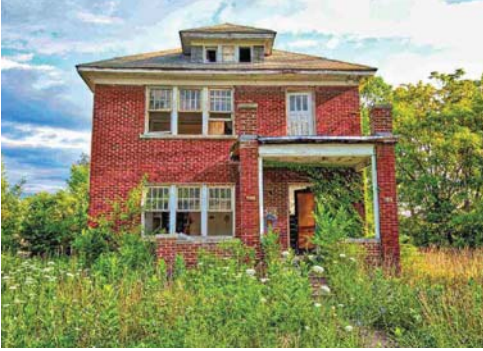
Education is the key to reaching voluntary compliance – one of the biggest obstacles to gaining compliance is that many residents may not realize they are violating the local ordinances governing property maintenance. When members of the community help other members of the community, it becomes the best outcome for property owners and residents when we work together to improve housing conditions and promote healthy homes and neighborhoods.

Unfortunately, voluntary compliance does not always happen; there are specific steps and graduated responses that are then used by the Central Berks Regional Code Enforcement Department. Each successive step is taken to seek compliant behavior and require the "enforcer" be very mindful of several potential issues as relates to judicial due process as those subsequent steps are employed. When graduated enforcement must be employed, it involves having to afford the violator a specified amount of time to come into compliance. This can have the appearance that nothing is happening, when in fact it's the opposite, a lot is happening in the enforcement process because ultimately a code violation case may end up in a court proceeding before a judge. There have been several matters that have ended up in the local Magisterial Court where the court fined the property owners for things that could have easily been remedied upon first being notified of the code issue. If your property is found to be in violation, you will receive a written notice with the specific type of violation found. The notice will usually allow the property owner an appropriate amount of time to correct the violations – some of which may require a permit. While the township takes the enforcement of the Property Maintenance Code very seriously, we will make every effort to work with property owners who are making an attempt at corrective action.



## CODE ENFORCEMENT (continued)

The most effective strategy for code enforcement is by preventing violations before they occur. When analyzing the type of property code complaints that are investi-



gated by the Central Berks Regional Codes Enforcement Department, most violations that are found involve things that are easily preventable. The leading

property maintenance violations involve excessive weeds and plant growth. The acceptable height limit for grass and non-ornamental planting is 10”.

The next most frequent violations involves the improper accumulation of trash, rubbish, and garbage without proper storage and disposal. Lower Alsace Township also requires that residents have a private licensed trash hauler for municipal waste removal. Trash and rubbish should be stored in durable containers with tight fitting covers. These containers should be placed at the curbside no earlier than the night prior to scheduled pickup, and then removed from the street no later than midnight the day it was picked up.

Please store your Trash and Recycling containers on your property in areas that are not visible from public right-of-way areas.



### ALL LOWER ALSACE TOWNSHIP PROPERTY OWNERS ARE ASKED TO HELP US MAKE A DIFFERENCE AND DO YOUR BEST TO FOLLOW THESE PRACTICES WITH YOUR PROPERTY:

- Keep your structures maintained and in good repair, structurally sound and sanitary, assuring that they do not pose a threat to the public’s health, safety or welfare.
- Keep your property reasonably free of weeds, underbrush, cans, bottles, or any other refuse or debris which may create, or may tend to create, a harbor for rats or other hazard to the public health and safety of others.
- Keep the grass cut on your premises, including the grass in the sidewalk areas adjoining your premises.
- Make sure that all fences, retaining walls or similar structures are constructed in a workmanlike manner and properly maintained in a state of good repair.
- Keep all accessory structures, including detached garages, sheds, cabanas and swimming pools maintained in structurally-sound condition and in overall good repair.
- Each structure to which a street number has been assigned is required to have such number displayed so that it can be easily observed and readable from the public right-of-way.
- Make sure your driveways and walkways are in proper states of repair, free of hazardous conditions.
- Each dwelling must have at least one smoke detector on each floor and a minimum of two smoke detectors per dwelling. Smoke detectors save lives.
- Clear snow and ice from sidewalks within 24 hours after the cessation of the snow/ice fall.

# CODE ENFORCEMENT (continued)

## Rental Unit Licensing

Rental Units located in Lower Alsace Township require an annual License/Permit be issued for the property prior to occupancy. This includes “any structure or portion of a structure within the Township which is occupied by someone other than the owner of the real estate for residential or commercial purposes for which the owner receives any value, including but not limited



to money, or the exchange of goods or services.” As in prior rental registration programs, whether there is or is not a lease and even

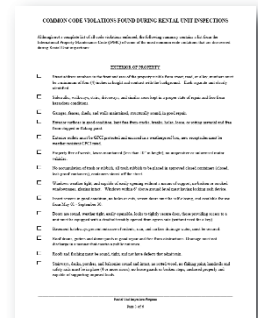
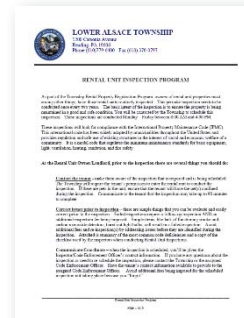
if no rent or other consideration is paid, a property occupied by anyone other than the owner is considered to be a rental unit. Also, if you own a property that contains multiple rental units, if a unit within the rental property is temporarily vacant, all units within the building must still be registered.

In order for a valid License/Permit to be issued, three things must be in place –

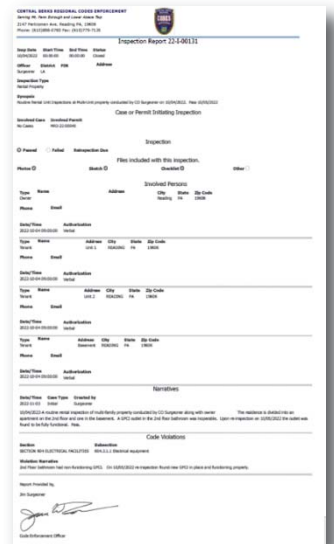
1. Registration of the rental unit(s) including submission of required ownership, property manager, and tenancy information, as well as payment of established fees;
2. The completion and submission of an “Addendum to Rental Agreement” by the landlord and the tenant. This addendum outlines the owner and occupants duties related to the Township’s Crime Free Residential Rental Housing Program; and
3. The passing of a Rental Unit Property inspection. This inspection is conducted bi-annually with a focus on minimal health and safety codes compliance standards, and property maintenance code compliance

The Township will continue to contact Rental Unit Property owners to assist them in the registration program. Rental Unit Property owners and Landlords will also be contacted when the bi-annual inspection is due in order to begin the scheduling of these inspections.

During the registration process, the rental unit owner is provided a copy of a guidance on what is entailed during these inspections, and a checklist of things to review prior to the inspection being conducted.



These inspections focus on looking for compliance with the minimum standards that a landlord must comply with to operate a rental housing unit. These standards are in the International Property Maintenance Code (IPMC). This international code has been widely adopted by municipalities throughout the United States and provides minimum standards for basic equipment, light, ventilation, heating, sanitation, and fire safety. Upon completion of the required inspection, a copy of an inspection report is provided to the rental unit property owner that will identify if the property passed the inspection, or if there are things that need to be corrected.



These standards help improve the entire community and are designed to improve the quality of the entire stock of the community’s rental housing, not just the properties that trigger complaints. Most landlords are responsible individuals. However, some landlords are unable for many different reasons to give their properties the attention they need leading to inadequate maintenance and management. The Central Berks Regional Codes Enforcement Department will then address the public safety and code violation issues associated with the rental unit properties that aren’t meeting the minimal standards.

## DO I NEED A PERMIT?

As a general rule, the Uniform Construction Code (UCC), as well as several Lower Alsace Township Ordinances require that a property owner or the owner's authorized agent obtain a building, plumbing, electrical, mechanical and/or a zoning permit before commencing any work and that said work be inspected as per the requirement of the Township.

The following is a list of items that may and/or may not require a permit from the Township. Please note that this list is intended to assist homeowners with general questions with residential properties. We ask that you always contact the Township Office at 610-779-6400 for specific guidance and permit application forms. It is better to ask first!

We do not accept credit/debit cards, therefore any service requiring a payment is payable by cash, check, or money order.

### Building Permits

Building permits are required for any new building construction, such as new homes or commercial buildings, additions to either of those types of buildings, basement renovations, roofing, swimming pools, or for renovations to either of those types of buildings.

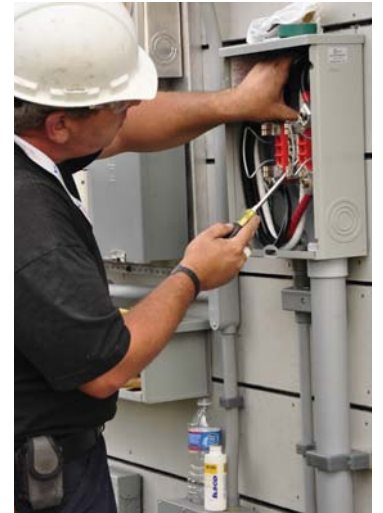


All contractors providing services in Lower Alsace Township should contact the Township office to obtain all required permits. They should also verify that the Township has current information on their business. A valid contractor's license with documentation of the required examination, as well as a current certificate of insurance, is required to be on file.

Building permits are also required for accessory structures such as decks more than 30" above grade, porches, roofs over porches or decks, carports or any shed or detached garage more than 1000 square feet in size.

Building permits are required for mechanical and electrical systems, such as solar systems, generators, replacement of HVAC units or water heaters. Building permits are required for renovations of plumbing systems such as renovating a bathroom.

**Residential electrical permits** are required for any new work to erect, install, enlarge, alter, convert or replace any electrical system. Work such as repairing or replacing an individual electrical device, such as a switch or receptacle, does not require a permit. Any work that requires new wiring or devices/fixtures to be installed does require a permit.



**Commercial electrical permits** are required for any new work to erect, install, enlarge, repair, alter, convert, or replace any commercial electrical system.

**Plumbing and mechanical permits** are required for all projects that will install, enlarge, alter, repair, remove, convert, or replace any plumbing system and/or mechanical system, the installation of which is regulated by the plumbing code.

Simple replacements of plumbing fixtures do not require permits – items such as replacing a kitchen sink faucet or replacing a toilet. If there are changes to the water or sanitary piping systems, permits will be required.

Please contact Allison Smith, Assistant to Township Manager, if you have any questions with this process.



## DO I NEED A PERMIT? (continued)

### Zoning Permits

Zoning permits are required for accessory structures such as decks less than 30 inches above grade, patios, and sheds and detached garages less than 1,000 square feet.

Zoning permits are also required for fences, new driveways, expansions of existing driveways and new sidewalks.

A “zoning permit” is not required for replacement of existing public sidewalks or curbs, but these get a permit card to show that they have submitted an application to



document the replacements and to make sure that they comply with the Township’s standard details for the curbs and sidewalks.

A change of use, such as a new

tenant in an existing commercial building, requires a zoning permit to verify that the proposed use is allowed at that location.

### Property Settlement and Infiltration Inspections

Before a building or home is used, occupied, transferred or sold, the Township must perform an inspection and issue a Use & Occupancy Certificate to ensure that the structure meets the building code and safety requirements for those accessing or residing in the structure. The Township Code Inspector will check smoke detectors, sidewalks, curbing and other safety-related requirements under the UCC and International Property Maintenance Code guidelines.

A checklist that will be utilized by the code inspector is listed on the back of the Use & Occupancy Certificate application. Please note that either the buyer or the seller may apply for a Use & Occupancy Approval and it must be obtained prior to the scheduled settlement date.

If your property is connected to the public sewerage system, you will be required to obtain an approved infiltration permit inspection prior to settlement of your property. This inspection will contribute towards the

Home occupation businesses require a zoning permit to verify compliance with the zoning ordinance requirements. There are two categories which can be permitted.



**Type 1** shall be permitted as an accessory use by right and does not permit signage or off-street parking. Other conditions may apply.

**Type 2** shall be permitted as an accessory use by special exception and does allow signage or off-street parking. Other conditions may apply.

All variations from existing guidance in the joint zoning ordinance, such as exceeding the maximum height of a fence or establishing a commercial enterprise in a property zoned for residential use, may also require a review by both the Planning Commission and the Zoning Hearing Board. There are fees associated with the applications.

Please contact Allison Smith, Assistant to Township Manager, if you have any questions with this process.

protection and preservation of the sewer treatment plant which is critical to the health and welfare of the township residents. It is important to note that the



Use and Occupancy inspections performed by the Township should not be considered a substitute for what is commonly referred to as a “home inspection”. The inspections do not represent any warranty on behalf of the Township and buyers are advised to arrange for an independent home inspection, if they so desire. If you need a property settlement or infiltration inspection, please contact Bette Petrov, Property Transfer Clerk at 610-779-6400 or by email at [bpetrov@latownship.org](mailto:bpetrov@latownship.org).



## DO I NEED A PERMIT?

### Permits for Chickens, Other Poultry, Farm Animals and Other Exotic Animals

The Township has received an increased number of inquiries as to the rules which apply to residents who wish to keep chickens and other farm and exotic animals. Guidance can be found under Section 710 of the Joint Zoning Code of 2011 (for Lower Alsace Township and Mount Penn Borough), which states that there are annual licenses issued and initial year inspections performed to verify the safe housing of the animals. The Joint Zoning



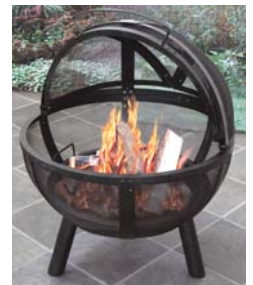
Code was adopted under Ordinance 218, which regulates property lot size, the zoning district in which the property is located, and the types of animals permitted. If you wish to raise any of these types of animals on your property, please contact Allison Smith, Assistant to Township Manager, at 610-779-6400 or by email at [secretary@latownship.org](mailto:secretary@latownship.org) for a copy of the Ordinance, or for the required permit applications.



### Annual burn permits may be issued for the following:



The Township permits agricultural and recreational burning only. Recreational burning includes outdoor patio stoves, Chimineas, or factory-built metal novelty stoves for residential private property within all zones of Lower Alsace Township, provided they are used in accordance with the manufacturer's instructions and shall not be operated within 15 feet of a structure or combustible material. Permits will be effective for the calendar year 2025. There is no fee for a permit! The permit is issued so that you have proof of approval in case a complaint is called in to the fire or police department.



The burning of brush and leaves is not permitted. Tree branches and leaves should be collected by the Township as part of the Township recycling program. No open burning is permitted.

A minimum of one fire extinguisher or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

### The following regulations apply to both types of burn permits:

It shall be unlawful for any person to open burn any material, including the following, at any time in any zone within Lower Alsace Township: Household municipal waste, books, magazines, newspapers, cardboard and/or any items that are required to be recycled in Lower Alsace Township under the Pennsylvania Act 101, including leaf waste and scrap lumber or any vegetation, plywood, drywall, plastic products, insulation material, upholstered furniture, garbage, dead animals, human and animal excrement, human and animal hair, rubber products including tires, hydrocarbon products or flammable liquids, asphalt or tar shingles or roofing materials, bedding, foam rubber, nylon, rayon, cotton, wool, polyester or other synthetic material, insulation from copper or other wiring, solid waste and/or construction waste as defined by the Pennsylvania Solid Waste Management Act and 25 PA Code 271.1. Additionally if smoke, ash, or smell omitting from such patio stoves, Chimineas, or factory-built novelty stoves become objectionable or offensive to neighboring properties, the Township may suspend the operation of same.



## DO I NEED A PERMIT? (continued)

### Dumpsters

If you need a dumpster to be delivered to your property but cannot place it on your property, you may be permitted to temporarily park it on the Township's Street with an approved permit to assure that the location will permit safe travel for the motorists and to assure that all protections are in place to preserve the township road surface. If you need a dumpster permit, please contact Allison Smith at 610-779-6400 or by email at [secretary@latownship.org](mailto:secretary@latownship.org).



### No permits are required for:

- Decorative landscape features (non-structural items such as trellises, ponds less than two feet in depth, or landscape block walls less than four feet in height), non-structural changes such as concrete patios or walkways within the property
- Dish antenna provided it's no greater than three feet in diameter
- Remodeling with no structural modification and no additions, alterations nor any relocation of plumbing, heating or electrical installations
- Replacement of existing electrical fixtures, switches, receptacles and circuit breakers, except where wiring replacement is part of the scope of work
- Recreational apparatus, such as swing set or basketball hoop
- Routine maintenance and replacement of finishes such as carpet, hardwood flooring, tile, paint and wallpaper
- Siding
- Tent or canopy (residential)
- Window or door replacement with no change in the size or location of opening
- Swimming pool less than 24 inches in height (or water depth of less than 24" per manufacturer's fill depth)
- At grade walkways and patios within property lines (public walkways improvements and repairs require permits)
- Cabinetry and furniture without electrical and plumbing connections
- Repairs of pipes, valves or fixtures and the removal and reinstallation of water closets (toilets), provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures
- Portable heating, ventilation and cooling units
- The replacement of any minor part that does not alter the approval of equipment or an appliance or make such equipment or appliance unsafe
- Self-contained refrigeration systems that contain 10 pounds or less of refrigerant, or that are actuated by motors of 1 horsepower or less

**Regardless as to permit requirements always call before you dig...**



**Know what's below.  
Call before you dig.**

## RECYCLING GUIDELINES

### How to Prepare Your Recycling Bin: General Guidelines

The collection, recycling, and reuse of many common household materials conserves natural resources, diverts waste from landfills, and supports the employment of more than 66,000 workers of Pennsylvania's recycling marketplace. Approximately 11.6 million residents have convenient access to recycling, and many of those have access to one of the more than 1,050 curbside collection programs. In 2015 alone, Pennsylvanians recycled over 7.75 million tons of resources. Despite these figures, potentially recyclable material continues to be lost each year due to growing contamination. Following a few simple guidelines at the recycling bin can greatly impact the safety, quality, and effectiveness of the recycling stream.

#### Materials That Cause Problems

The most common materials that cause problems include plastic bags, plastic film, garden hoses, and wiring. Never include any material that may bind or restrict recycling sorting machinery. Sortation lines are routinely shut down due to the inclusion of these materials, which must be manually removed and disposed of by workers.

Never include any potentially hazardous material in your curbside bin. Examples are propane tanks, broken glass, needles, batteries, etc. In addition to contributing to contamination in the recycling stream, these materials are dangerous to the haulers and workers handling this material.

#### Commonly Accepted and Unacceptable Material

While not all inclusive, below are some of the most common items we ask you to keep in and out of the recycling toter:

##### ***Include:***

- Plastic bottles and containers
- Cardboard and paperboard
- Aluminum, tin and steel cans
- Magazines and newspapers
- Glass bottles and containers

##### ***Do Not Include:***

- Non-recyclable plastic bags or plastic films
- Any soiled/wet/greasy material
- Food waste
- Disposable polystyrene containers (styrofoam)
- Broken glass
- Ceramics, crystal, and leaded glass
- Plastic toys, bins, bulk items
- Propane tanks

*See below as examples for why actual loads were rejected*





## RECYCLING GUIDELINES (continued)

### Preparing Your Recycling Bin

**Clean Recyclables.** A quick rinse in most cases is adequate in removing food waste residue. However, if the container or material is heavily soiled with food waste residue or grease, and cannot be cleaned, it should be discarded in the trash.

**Dry Recyclables.** After rinsing out containers, ensure all containers are free of excessive moisture. Moisture itself can contaminate the recycling stream as it greatly degrades the quality and recoverability of cardboard and other fiber-based materials.

**Don't Break Glass.** Aside from being a hazard to collectors and workers on the sorting line, broken glass degrades the quality and recoverability of fiber-based materials.

**Put in the Correct Recyclables.** Incorrect material causes contamination and good recyclable material can end up in a landfill.

### Frequently asked questions from Lower Alsace Residents:

#### **My bin is too big, can I use other containers on recycling day?**

Using the township bin is preferable but you may use another weatherproof container that would enable the recycling contractor to identify it as a recycling container. Clear recycling plastic bags (not white trash bags) can also be used

#### **My bin isn't big enough, where can I place my additional recyclables?**

First, congratulations for so effectively supporting the Township's recycling efforts. You may purchase a second recycling container from the Township (at cost) or you may use your own weatherproof container to place beside the township's recycling container to be sure the recycling contractor is able to identify it as a recycling container. **Clear plastic recycling bags (not white trash bags)** may be used as additional receptacles to the township's recycling bin.

#### **They missed picking up my recyclables, what should I do?**

If your recycling containers were out prior to 6:00 am on the designated recycling day; and if there is nothing unacceptable in the bin (see examples on page 11), then please phone the township office at 610-779-6400 anytime **before 10:00 am the Tuesday after the scheduled collection day.**

Thanks very much for your cooperation.

A good resource for additional information on county-wide recycling programs, such as tires and electronics, can be found on the Berks County Solid Waste Authority Website [www.co.berks.pa.us/swa](http://www.co.berks.pa.us/swa)

# RECYCLING GUIDELINES (continued)

*It's Easy!*

When you recycle with Lower Alsace Township, you can use the container provided by the Township for your recyclable materials.

## RECOMMENDED RECYCLABLES



### CANS

Aluminum & Steel



### PLASTIC

Clean Bottles & Containers: 1,2 & 5



### PAPER

Clean & Dry Newspapers, Magazines & Office Paper



### GLASS

Clean Bottles & Jars All Colors



### CARDBOARD

Dry & Flattened, No Food Contact



### CARTONS

Clean Food & Cereal Boxes

## WHEN IN DOUBT → THROW IT OUT!

### DO NOT PLACE THE FOLLOWING ITEMS IN YOUR RECYCLE BIN



**NO** Plastic Bags



**NO** Food/Liquid



**NO** Garden Hoses



**NO** Clothing



**NO** Diapers



**NO** Medical Waste



**NO** Scrap Metal



**NO** Styrofoam

**NO Electronics!**

By law, electronic waste cannot be collected at curbside.

## EARTH DAY CLEANUP

*For Lower Alsace Township Residents Only*

**Saturday, April 26, 2025** (as permitted)

**8:00 am to 12:00 pm**

**at the Lower Alsace Township Municipal Building**



The Lower Alsace Township Supervisors will be hosting a Spring Cleanup program for the benefit of Lower Alsace Township residents and property owners on **Earth Day Weekend 2025 (as permitted)**. Please plan to take advantage of this one day to conduct your neighborhood cleanup programs or just to bring junk you've been hoping to get rid of for some time. You may even want to drop in and volunteer your time to help the Township Supervisors with this community cleanup effort.



The Township will be arranging for several large dumpsters; the purpose of which will be for the easy disposal of your unwanted items. Mattresses and box springs can be dropped off for a \$30.00 fee for each item. Furniture will be accepted. If you have specific items you wish to drop off, please contact the office before the scheduled date to confirm that it will be accepted.

Tires will **NOT** be accepted. Items such as tires, electronic waste, hazardous waste, pharmaceutical waste, and paper shredding can be recycled at the Berks County Recycling Center, located at 1316 Hilltop Road in Leesport. Please review dates and times for collection of these items by referring to the County of Berks website under Departments/ Solid Waste Authority, or by calling the Authority at 610-478-6362.

***Absolutely no tires, electronic waste,  
pharmaceutical waste, hazardous waste,  
nor yard waste will be accepted.***

The Township reserves the right to reject any item that is determined to be unacceptable for this cleanup program.



## 2025 TAX NOTICES

### Attention all Lower Alsace Township Residents and Property Owners:

The Township and County 2025 Real Estate Taxes, Township Recycling Fees and the Township Per Capita Taxes will be mailed in the Spring.

Please note that to avoid waiting in line you can send your payment, together with a self-addressed, stamped envelope (to receive your receipt of payment) to the address on your tax bill:



**Patrick Duggan, Tax Collector**  
**624 Angora Road**  
**Reading, PA 19606**



If you still wish to pay your real estate taxes in person at the Lower Alsace Township Office, please note that the schedule printed on your tax bill will be the only dates and times reserved by the Tax Collector for you to pay in person.

The dates which residents can meet with the elected tax collector at the Township office and pay your taxes in person will be: **April 21, 23, 28 and 30 from 9 AM until 12 Noon, and April 19 & 26 from 8 AM until 10 AM.**

## TOWNSHIP PER CAPITA TAX

FOR ALL Residents 18 and older, please make sure you have received your Per Capita Tax Bill. Your Lower Alsace Township Per Capita Tax will be mailed to you and collected by the:



1125 Berkshire Boulevard, Wyomissing, PA 19610 610-372-8439

Please note that any unpaid Per Capita Tax bill will be turned over to a delinquent tax collection agency for collection and you may be liable for a penalty much larger than the \$10.00 tax!

## Snow and/or Ice Emergency

In order to facilitate the movement of traffic and to clear roads of snow and/or ice on the roads, the Lower Alsace Township Supervisors may declare a snow emergency. When that emergency is declared, the roads listed below have been designated snow emergency routes. During the declared emergency, the parking of a vehicle will be prohibited, and operation of a vehicle without adequate equipment to keep such vehicle in motion, will be prohibited on these streets. The snow emergency status does not imply that these streets will receive priority in the plowing cycle. Please tune in to your local WFMZ Channel 69 Television; WEEU radio, or the Township Website and Facebook page for the latest snow emergency information for Lower Alsace Township.

### Snow Emergency Routes for Lower Alsace Township

Harvey Avenue – from Carsonia Avenue to Exeter Township Line

Columbia Avenue – from Carsonia Avenue to Roosevelt Avenue

Marshall Avenue (Stony Creek) – from Antietam Road to Logan Street

Prospect Street – from Carsonia Avenue to N. 26th Street

Cherrydale Avenue – from Friedensburg Road to its intersection with Carsonia Avenue

Melrose Avenue – from Carsonia Avenue to Friedensburg Road



## LOWER ALSACE TOWNSHIP ADOPT-A-HIGHWAY PROGRAM

### Lower Alsace Township

1200 Carsonia Avenue, Reading, PA 19606

Contact: Don Pottiger, Manager  
dpottiger@latownship.org

For: Lower Alsace Families, Organizations  
and Businesses

### Lower Alsace Township Adopt-A-Highway Program

Under the Adopt-A-Highway program, volunteer groups or individuals agree to become special caretakers of portions of township roads for a one-year period and hopefully longer. The groups agree to pick up litter on these segments at least four times a year. In return, Lower Alsace Township will place identification signs along the road acknowledging the adopting group, similar to the one below where members of the Antietam Valley Community Partnership have stepped up to adopt a road in Lower Alsace Township by adopting Spook Lane.



If you are interested in becoming part of the Adopt-A-Highway Program like the members of the Antietam Valley Community Partnership has done, please contact the Township Office at 610-779-6400.

*Thank you*

## LOWER ALSACE TOWNSHIP AFFILIATES

### Police Protection

#### CENTRAL BERKS REGIONAL POLICE DEPARTMENT

The Police Department is located at:  
 2147 Perkiomen Avenue, Mount Penn, PA 19606  
 Non-emergency phone: 610-655-4911  
 facebook: [Central Berks Police](#)  
 website: [www.centralberks.org](http://www.centralberks.org)

**About us:** The Central Berks Regional Police Department includes 21 sworn law enforcement officers and one civilian Administrative Assistant that provides 24/7 police coverage to the residents of Mount Penn Borough, Lower Alsace Township, Saint Lawrence Borough, and Oley Township. Collectively, we serve a population of over 13,000 residents across a 30-square mile region of Berks County. Our patrol officers are assigned to four squads. Each squad works 12-hour shifts. Our patrol division's primary duty is to respond to calls for service along with traffic enforcement, but some of our officers are also involved in various community policing programs. The Central Berks Regional Police Department also has a criminal investigation division which consists of one Narcotics Investigator, and two Criminal Detectives. The Detective Sergeant and Criminal Detective handle all criminal cases that require further investigation beyond an initial report taken by the patrol division. Examples of cases handled by the criminal investigation division are: homicides, assaults, sexual offenses, burglaries, robberies, credit card frauds, identity theft, etc. The Narcotics Investigator handles all drug-related cases. The Central Berks Regional Police Department also has an Accident Reconstruction Unit and School Resource Officer.

**Mission Statement:** The mission of the Central Berks Regional Police Department is to work in true partnership with our fellow citizens of Lower Alsace Township, Mount Penn Borough, Saint Lawrence Borough, Oley Township, and the Police Zone of Alsace Township. We strive to enhance the quality of life through law enforcement and reduce the fear and incidence of crime. In accomplishing these goals, service will be our commitment; honor and integrity our mandate.

#### Additional Services:

- **Car Seat Safety Check** – Officer Strobel is certified to check proper installation of car seats and booster seats. Please call the office to schedule an appointment.
- **Fingerprinting** – Fingerprinting service is provided at a cost of \$25. Please call the office to schedule an appointment.
- **Medication Drop Box** – Any unused, unwanted, or expired medications can be dropped off in our lobby during office hours. Medications should remain in their original containers. Personal information should be crossed out, but information about the medication should be legible.
- **Report Requests** – Requests for a police report can be submitted to our office in person during office hours, or by mail, fax, or e-mail. The cost of each report is \$15, payable by cash, check, or money order. Include a self-addressed stamped envelope or a toll-free fax number to ensure prompt delivery of the report. Please note that certain reports will not be available for release due to criminal history laws. Visit our website for a request form.
- **Security Services** – A request for security services by a police officer must be in writing and submitted at least two (2) weeks in advance of the event. Please visit our website for a request form.
- **Vacation Check** – the Department will provide a courtesy patrol past your home while you are on vacation. Just fill out the Vacation Notice (online) and submit it to us at least three (3) days in advance of your departure date. The form can be found on the website under Other Department Forms/Vacation Notifications. Please note, we will not accept a Vacation Notice if someone will be staying in your home while you are away.

***We do not accept credit/debit cards, therefore any service requiring a payment is payable by cash, check, or money order.***

Central Berks is on **CRIMEWATCH** and citizens are urged to download the **CRIMEWATCH** app on their smartphone or tablet, search for Central Berks PD, and follow them.



## LOWER ALSACE TOWNSHIP AFFILIATES (continued)

### Antietam Valley Community Partnership

**facebook:** [Antietam Valley Community Partnership](#)

**website:** [www.antietamvalley.org](http://www.antietamvalley.org)

The Antietam Valley Community Partnership (AVCP) was founded to improve the quality of life in the Antietam Valley, which includes the Boroughs of Mount Penn and Saint Lawrence, the Township of Lower Alsace, and the immediate surrounding area.

**website:** [www.antietamvalley.org](http://www.antietamvalley.org)

### AVRCC Antietam Valley Recreation and Community Center

**facebook:** [Antietam Valley Recreation & Community Center](#)

**website:** <https://antietampool.org>

Antietam Pool is the home of the **LARGEST POOL IN BERKS COUNTY**, one of three pools on the grounds! In addition to the **historic Main Pool**, Antietam has an **Olympic Lap Pool** and a **Baby Pool with a Mushroom Fountain**.

The expansive grounds contain an exceptional concession stand, a basketball/volleyball court, a large pavilion available for rental, two shuffleboard courts and a game room with ping pong and other games. Antietam Pool features locker rooms and restroom facilities, and a separate family bathroom for the little ones. Antietam Pool employs seasonal managerial and maintenance staff, in addition to approximately 40 lifeguards.

Many volunteers from the community have donated their time to improve the facility, including a cadre of professional painters, an annual service project by the Antietam Junior Class, and Alvernia University through the Holleran Center for Community and Global Engagement.

AVRCC rents out the recreation center located in the 900 block of Byram Street for events such as birthday parties, wedding receptions, first Holy Communion parties, baptisms, and graduation parties. The Rec Center is a free standing, one-floor brick building equipped with a kitchen, bathrooms and large open gathering area. They offer a full kitchen, dance floor and chairs/tables to seat 100. We now have heat, so the Rec Center is available year round for your event! See AVRCC website for details.

### Antietam School District

**facebook:** [Antietam School District](#)

**address:** 100 Antietam Road, Reading, PA 19606

**phone:** 610-779-0554

**website:** [www.antietamsd.org](http://www.antietamsd.org)

The Antietam School District encompasses approximately 5.3 square miles and is comprised of two municipalities: Mt. Penn Borough and Lower Alsace Township and currently serves approximately 1,100 students. The Board consists of 9 members elected at large on staggered four-year terms. The Board meets on the third and fourth Monday of each month, at 7:00 pm in the Antietam School District Board room.

### Lower Alsace Fire Company

**facebook:** [Lower Alsace Fire Company](#)

Staffed with approximately 38 volunteer firemen, the company has 4 trucks, and is able to serve the community on monies it receives from donations from residents, fundraisers and an annual contribution from the Township. Contact them at 610-779-4200 if you are interested in becoming a volunteer.

### Lower Alsace Ambulance Association

**facebook:** [Lower Alsace EMS](#)

**address:** 750 N. 25th Street, Reading, PA 19606

**website:** [www.laems555.org](http://www.laems555.org)

Lower Alsace Ambulance Association (LAAA) is the Lower Alsace Township and surrounding area's emergency 911 ambulance provider. LAAA services the residents and guests of the township 24/7 with advanced, intermediate, and basic life support ambulance services, in addition to standbys and PR events that occur within its borders. LAAA responds to approximately 2,000 emergencies annually with a mix of paid and volunteer EMT's and Paramedics. LAAA's principal funding sources include insurance reimbursements, ambulance memberships, municipal taxpayer support, and various federal, state, and local grant programs. LAAA is a 501(c)(3) non-profit organization.

### Animal Control Services – Safety Net Sanctuary

**facebook:** [Safety Net Sanctuary](#)

**phone:** 610-944-8099

The Township has a contract with Safety Net Sanctuary to provide animal control services for the Township. If you find a stray pet, please contact Safety Net Sanctuary.

## LOWER ALSACE TOWNSHIP AFFILIATES (continued)

### County of Berks

**facebook:** [Berks County](#)

**address:** 633 Court Street, Reading, PA 19601

**website:** [www.co.berks.pa.us](http://www.co.berks.pa.us)

### Pennsylvania General Assembly

PA Senator Judith L. Schwank – 11th Senatorial District  
210 George Street, Suite 201, Reading, PA 19605  
610-929-2151

PA Representative Jacklyn Rusnock – 126th District  
(*contact information not yet available*)

### Berks EIT

**address:** 1125 Berkshire Blvd. Suite 115,  
Wyomissing, PA 19610

**phone:** 610-372-8439 | **toll free:** 855-372-8439

**website:** [www.berkseit.com](http://www.berkseit.com)

### Magisterial District Court – Justice Sandra Fegley

**address:** 10 Fairlane Road, Reading, PA 19606

**phone:** 610-779-5137



### Alsace and Lower Alsace Townships, Mount Penn Borough, City of Reading and County of Berks

**facebook:** [Mount Penn Preserve](#)

**website:** [www.mtpennpreserve.org](http://www.mtpennpreserve.org)

To protect, promote and enhance the natural beauty,  
heritage and attractions of the Mount Penn Preserve.

### Pagoda-Skyline, Inc.

**facebook:** [Pagoda-Skyline Inc.](#)

**phone:** 610-375-6389

**website:** [www.pagodaskyline.org](http://www.pagodaskyline.org)

This volunteer group has organized to restore,  
maintain, educate and preserve the Pagoda, Fire  
Tower Skyline area.

### Antietam Valley Municipal Authority (Sewer)

**facebook:** [Antietam Valley Municipal Authority](#)

**address:** 502 Butter Lane, Reading, PA 19606

**phone:** 610-779-0150

(484-333-1436 or 484-333-1435 24-hour emergencies)

**website:** [www.antietamauthority.org](http://www.antietamauthority.org)

The Antietam Valley Municipal Authority (AVMA) provides  
sewer service to residents of Lower Alsace, Mount Penn, and  
portions of Exeter and St. Lawrence.

### Mount Penn Borough Municipal Authority (Water)

**address:** 200 N. 25th Street, Reading, PA 19606

**phone:** 610-779-4900

**website:** [www.mtpennwater.com](http://www.mtpennwater.com)

The Mount Penn Borough Municipal Authority (MPBMA)  
services Lower Alsace with water and water treatment.

### PennDOT

**phone:** 610-929-0766

**website:** <http://www.dot.state.pa.us>

### Pennsylvania Game Commission – Road-Killed Deer Removal

**phone:** 1-833-742-4868 or 1-833-742-9453

If you locate a road-killed deer on any roads within the  
Township, you should report the location and any details  
directly to the Pennsylvania Game Commission. The  
Township is served by the Southeast region.

### PA One Call

**phone:** 811 or 1-800-242-1776

**website:** [www.pa1call.org/pa811](http://www.pa1call.org/pa811)

Our purpose is to prevent damage to underground facilities.  
To promote safety, we provide an efficient and effective  
communications network among project owners, designers,  
excavators, and facility owners. Call before you dig!

### First Energy (MetEd)

**toll-free phone:** 1-888-544-4877

**website:** [www.firstenergycorp.com](http://www.firstenergycorp.com)

If you have a power outage or notice a street light is out,  
please contact First Energy.

### Crime Alert Berks County

**facebook:** [Crime Alert Berks County](#)

**toll-free phone:** 1-877-373-9913

**website:** [www.alertberks.org](http://www.alertberks.org)

Crime Alert Berks County is an organization of interested  
citizens, businesses, service organizations, corporations and  
social clubs, which formed to help our police departments in  
Berks County, Pennsylvania, to obtain credible leads that will  
result in arrests of criminals and solving crimes.



Lower Alsace Township  
1200 Carsonia Avenue  
Reading, PA 19606

PRE-SORT STD  
U.S. POSTAGE  
**PAID**  
REAM PRINT

#### **Township Board of Supervisors:**

John Theodossiou  
Todd Weikel  
Ann Sellers

#### **Administrative Staff:**

Don Pottiger, Manager/Secretary-Treasurer  
Allison Smith, Assistant to Township Manager  
Bette Petrov, Property Registration Clerk

**Solicitor:** Kelsey Frankowski, Esq. Plank Frankowski

**Road Crew:** Carl Weikel, Road Foreman

**Tax Collector:** Patrick Duggan, 484-706-2857

**Antietam Valley Municipal (Sewer) Authority:**  
502 Butter Lane, 610-779-0150

**Mount Penn Borough Municipal (Water) Authority:**  
200 N. 25th Street, 610-779-4900

**Building Code & Electric Code Officer:**  
Terry Naugle, Great Valley Consultants, 610-375-8822

#### **Zoning Officer:**

Terry Naugle, Great Valley Consultants 610-375-8822

#### **Plumbing Code and Mechanical Code Officer:**

Brian Sands, 610-780-2345

#### **Property Settlement Inspector:**

Brian Sands, 610-780-2345

#### **Central Berks Codes Program Administrator:**

Arthur Kelly, 610-779-6400

**Sewage Enforcement Officer:** Quinn Haller,  
Technicon Enterprises, 610-286-1622

**Engineer:** Joseph Rogosky, Great Valley Consultants,  
610-375-8822

**Planning Commission:** Homer Williams, Thomas  
Watcke, Joel Reber, Kim Alarcon and Tom Orth

**Zoning Hearing Board:** Michael Farrara, Charles  
Snyder and John Eisenhard; Tom Koch, alternate

**Board of Auditors:** Alexander Platz, Linda Orth and  
Barry Groebel

**Be sure to make your voice count!**  
*(dates subject to change)*

**2025 Primary Election day is To Be Determined**

**2025 General Election day is November 4**

For information on registration and voting please call the Berks County Elections  
Department at 610-478-6490 or go to [www.co.berks.pa.us/elections](http://www.co.berks.pa.us/elections).

#### **Your polling locations in Lower Alsace Township**

**Precinct 01:** Lower Alsace Ambulance Building, 750 N. 25th Street –  
25th and Harvey Streets

**Precinct 02:** Lower Alsace Township Building, 1200 Carsonia Avenue



**Township office located at 1200 Carsonia Avenue, Reading PA 19606**

**Hours 8:00 am to 4:00 pm Monday through Friday except holidays**

**Phone 610-779-6400 | Fax 610-370-0797**