

**Tulpehocken Township  
Board of Supervisors  
Meeting of April 10, 2019**

The Tulpehocken Township Board of Supervisors met on April 10, 2019 in the Township meeting room at 7 P.M. In attendance and voting were Supervisors: Chairman Gary Deck, Vice Chairman Richard Kramer and Lester Feick, Supervisor. Also present were Kris Kerschner, Police Chief and Christy Flaherty, Township Secretary/Treasurer.

Members of the audience included: Lori Deck, Kellie Gehman, Dennis Royer, Jason Vogt, Robert Sattazahn and Harold Zimmerman.

**CALL TO ORDER**

Chairman Deck called the meeting to order at 7:00 P.M.

The meeting continued with the pledge to the American Flag.

**PUBLIC COMMENTS**

Mr. Royer commented with regards to drains on West Four Point Road being clogged. Chairman Deck advised on the different types of grates available. Supervisor Feick thanked Mr. Royer and noted that he would schedule the maintenance.

**APPROVAL OF MINUTES**

*Vice Chairman Kramer made a motion to approve the minutes from the March 13, 2019 Board of Supervisors meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

**ADMINISTRATIVE ACTIONS**

**Planning Commission**

***Hope Mennonite Church Annexation: Time expires May 9, 2019. The Township Engineer discussed his review letter. This plan is fairly clean. The Township Solicitor stated that he is still waiting for the attorney for the church to provide deed information to review. John Zimmerman made a motion to recommend conditional plan approval with the conditions of the Mack Engineering review letter dated April 4, 2019. Seconded by Robert Sattazahn and approved unanimously.***

- ***The Township Solicitor needs to review the deeds prior to recording.***
- ***Meeting with Fire Chief for a fire access easement.***
- ***A \$500 escrow will need to be posted with the Township to ensure that the annexation parcel is recorded. Once the Township receives proof of recording, the \$500 escrow will be released.***

Mrs. Flaherty advised that the \$500 escrow has been received.

*Vice Chairman Kramer made a motion to grant conditional plan approval with the conditions of the Mack Engineering review letter dated April 4, 2019.*

- *The Township Solicitor needs to review the deeds prior to recording.*
- *Meeting with Fire Chief for a fire access easement.*
- *A \$500 escrow will need to be posted with the Township to ensure that the annexation parcel is recorded. Once the Township receives proof of recording, the \$500 escrow will be released.*

*The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

**Joseph Halteman Farm Shop:** This farm pole building was granted a waiver of land development in December 2018. They have presented a stormwater plan and are requesting a waiver from Stormwater Management Ordinance section 310.F: Freeboard. This section pertains to the requirement to provide a minimum one foot of freeboard above the design flow elevation in the emergency spillway. The basins will work for all storms up to the 100 year storm. They meet the controlling in the basin but they do not meet the freeboard. The basins are at a maximum with the existing structure. Therefore if any future expansion is proposed, basins would need to be expanded. The Township Engineer will relay this information to the applicants engineer so that it is noted on the stormwater plan. Robert Sattazahn made a motion to recommend to the Board of Supervisors to grant the waiver request to section 310.F. Seconded by John Zimmerman and approved unanimously.

Supervisor Feick made a motion to grant the waiver of section 310.F of the Stormwater Management Ordinance. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

**Recreation Grant Study Committee Update:** The Recreation Grant Study Committee toured the Townships a couple weeks ago. The consultants commented The Lions Park in Mt. Aetna sign should come down. The playground does not meet all of the current regulations. It reads Tulpehocken Township these courts are for Township residents only. John Zimmerman will email pictures of the sign(s) to the Township Solicitor and Planning Commission Secretary. The Township Solicitor stated that the Township should not be linked to the park since it is privately owned by the Mt. Aetna Fire Company. John Zimmerman made a motion to recommend to the Board of Supervisors to have the Township Solicitor send a letter to the Mt. Aetna Fire Company to modify the signs to remove the implication that it is a Township facility with specific instructions on what is to be removed. Seconded by Robert Sattazahn and approved unanimously.

**Safety Concerns at the Route 419/Four Points Road Intersection:** Gary Deck commented on the intersection at Route 419/West Four Points Road. If you are travelling South on Route 419 and come to the stop sign and want to turn left to continue on Route 419 there are two pine trees, a large for sale sign and a fireworks banner that are obstructing the view to see if there is any traffic heading towards you (traveling North on Route 419). The two pine trees and the fireworks banner are on parcel# 86 4420 00 29 2787 address 4985/4989A-E/4993 Four Points Road are owned by Anthony Odessa. The large for sale sign is on parcel# 86 4420 00 29 5509 Route 419 (no street number) and is owned by Ted Lavender. This is a PennDot road, the Township cannot take the trees down or remove the sign. The Township Roadmaster, Lester Feick should call his contact from the PennDot maintenance department regarding this issue. The Township office should verify if there is a permit for the sign. If not the Township should direct the Zoning Officer to issue a violation letter as the property owner would still need to follow the Township Zoning Ordinance. The Township Solicitor stated that the Township could send a warning letter and then also threaten to issue a citation due to the trees obstructing the roadway. The Township could try calling the property owner as well. John Zimmerman made a motion to recommend to the Board of Supervisors to verify if a zoning permit was issued for the sign, if not send a violation letter. Also have the Township Solicitor send a warning letter to the property owner regarding the trees obstructing the roadway. If no response then send a letter to threaten a citation issuance. Seconded by Robert Sattazahn and approved unanimously.

## **Solicitor Legal Discussions**

### **Review correspondence regarding signs at Mt. Aetna and Rehrersburg playgrounds**

Mrs. Flaherty reported that staff is trying to review the minutes from back in the 70's due to receiving a block grant to install the tennis courts, looking for Ordinance, Resolution, Motion, Grant (any type of agreements). The Board discussed who owns the courts. Supervisor Feick suggested removing the signs and requesting Certificate of Insurance from the property owners of both parks. The Board agreed to table the matter until staff can locate more information and to remove the signs at both playgrounds.

**Escrow Release**

None.

**Correspondence from Zoning Officer**

March – Nothing to update.

**Land Development**

None.

**STAFF REPORTS**

**Police Report** – Chief Kerschner read the March, 2019 Police report as follows:

ACTIVITY	TULPEHOCKEN TWP	MARION TWP
MILES PATROLLED	2632	613
GALLONS OF FUEL	276.50	0
HOURS WORKED	448	60
PATROL HOURS	337.75	37.25
TULPEHOCKEN AREA SCHOOL DIST. HOURS	27.75	0
TOTAL INCIDENTS	2	0
TOTAL COMPLAINTS	10	6
MISCELLANEOUS CALLS FOR SERVICE	20	6
FOLLOW-UP INVEST	1	0
TELEPHONE ASSIGNMENTS	32	9
COMM/RESIDENTIAL ALARMS	0	0
EMS/FIRE ADVISORIES	15	5
TRAFFIC STOPS	28	5
CITATIONS ISSUED	30	8
NON-TRAFFIC CITATIONS	2	0
TRAFFIC WARNINGS	2	1
WARRANTS	0	0
PARKING TICKETS	3	0
TRAFFIC ACCIDENTS	1	2
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	1	0
SECURITY CHECKS	60	33
POLICE ASSISTS	10	0
MOTORISTS ASSISTS	0	0
COURT APPEARANCES	2	0
SCHOOL (TRAINING) HOURS	48	0

Chief Kerschner reported that during the month of March there were 164 calls received through Berks County 911. He also advised that he will be having new tires installed on the Ford Explorer.

**Road Master’s Report** – Supervisor Feick read the March, 2019 report. The work consisted of snow events, sign maintenance/repairs, sewer maintenance/repairs, meter reading, mix antiskid, sewer issues, telephone calls, equipment repairs/maintenance, paperwork, posting of property for Zoning Hearing, meet with

Conservation District re: grants, clean garage, clean equipment, work with Jeff Lutz on building projects, work in shop, Spur Road project, met with Township Engineer re: Spur Road Project, work on grant for Spur Road, post streets for sweeping, street sweeping, work on BCCPC line painting, sewer call, p/u parts/supplies, clean gutters and change weight limits on Midway Road bridge.

***Received two (2) Dirt, Gravel and Low Volume Road Grants from the Berks County Conservation District – both are for Spur Road. Need authorization to move forward with getting the permit for the pipe crossing***

Supervisor Feick also noted that a bog turtle study will need to be completed.

*Vice Chairman Kramer made a motion to proceed with preparing the bid packet for the Spur Road Project. The motion was seconded by Chairman Deck and passed unanimously (3-0).*

*Vice Chairman Kramer made a motion to proceed with applying for the permit for the Spur Road pipe crossing and to complete the bog turtle study. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

***Request to apply for Dirt, Gravel and Low Volume Road Grant for Deck Road***

Supervisor Feick advised that he is aware of another project on Deck Road down from the Miller's Farm; he will conduct a traffic count study to confirm if the project would be eligible for a grant. He noted that due to the pipe crossing a permit would also be need for this project.

*Vice Chairman Kramer made a motion to proceed with completing the grant paperwork if the project qualifies. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

***Fire Chiefs' Report*** – Supervisor Feick read the monthly reports for the Keystone Fire Company and the Rescue Fire Company.

## **SEWER OPERATIONS**

### ***Judgements and Delinquent Sewer Accounts***

The Supervisors discussed sewer operations with regards to judgments and delinquent accounts.

Supervisor Feick reported on some interesting items found in the tank at one of the pump stations.

The Board discussed the camera system that was purchased for viewing lines. Supervisor Feick advised that he is waiting for a factory representative to provide a training session.

The Board discussed the installation of the new line for Mountain Meadows. Supervisor Feick advised that he has no update at this time.

## **UNFINISHED BUSINESS**

*None.*

## **NEW BUSINESS**

*None.*

## **CORRESPONDENCE**

***Request from Berks County Association of Township Officials to attend the lunch being provided on Monday, April 15<sup>th</sup> & Tuesday, April 16<sup>th</sup> from 11:30 A.M. to 12:30 P.M. at the PSATS Conference (Hershey Lodge – Room #3341)***

***Berks County Solid Waste Authority is asking for a contribution; the Township contributed \$100 in 2012, \$250 in 2013, 2014 and 2015, \$300 in 2016 and 2017, no contribution was made in 2018***

*Vice Chairman Kramer made a motion to donate \$300 to the Berks County Solid Waste Authority. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

***PennDot Connects is holding a workshop on April 24<sup>th</sup> at the Berks County Agricultural Center***

The Board agreed they had no interest at this time.

***Request from Eric Wentling, Social Studies Teacher at Tulpehocken High School***

Chairman Deck advised that he would like to attend; he noted that he is available on Monday, May 6 at 7:45 A.M.. He also advised that if other days/times were needed, he could try to make himself available.

***Invitation to attend the Berks County Municipal Breakfast on Friday, April 26<sup>th</sup> at the Brecknock Township Fire Company at 8 A.M.***

The Board agreed they had no interest at this time.

#### **OTHER BUSINESS**

***Request for Board to authorize the carpets to be cleaned –received a quote from Martin’s Floor Coverings in the amount of \$330.90 for cleaning during the day; have a 10% off coupon***

Mrs. Flaherty advised that she reached out to Martin’s Floor Coverings with regards to having the carpets cleaned and receiving the 10% discount. If approved, she would try to schedule for a Friday.

*Supervisor Feick made a motion to authorize the carpets to be cleaned by Martin’s Floor Coverings. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

***Mowing Contract with PennDot – the agreement was signed at the February meeting. However there was a typo, the amount is \$19,033.81 for three (3) years, not \$19,033.41***

*Supervisor Feick made a motion to accept the revised mowing contract with PennDOT in the amount of \$19,033.81. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

***Discuss traffic concerns within the Township – Intersection at Four Point Road, Rt. 419 and Rehrersburg Road***

Chairman Deck reported on discussion that took place at the Planning Commission meeting with regards to the intersection and traffic concerns. The Board discussed what the ROW is. Supervisor Feick reported that the ROW is 16 ½ feet from the center of the roadway. Mr. Royer gave a brief history of the area and commented with regards to traffic concerns. Mrs. Flaherty update the Board on discussions with the Ed Stauffer (Remax – commercial for sale sign) emailed a zoning permit application; the Zoning Officer, and Mike Feryo (PennDOT Assistant Highway Maintenance Manager) he will be looking into the ROW, feels sign is okay, Christmas tree is a concern. She also provided Chairman Deck with the owner of the corner property’s phone number.

***Request to purchase new computer for Township for a cost of approximately \$1,700 to \$2,000 – the current computer was purchased in March, 2011; it is recommended to replace the computers every five (5) years.***

*Vice Chairman Kramer made a motion to authorize the purchase of a new computer for a cost of approximately \$1,700 to \$2,000. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

***Request to look into purchasing more file cabinets***

Mrs. Flaherty updated the Board and advised that she would get prices.

*Supervisor Feick made a motion to authorize Mrs. Flaherty to get prices for file cabinets. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

***Need a motion to readdress the following properties:***

- ***PIN #86442000138723 as 90 Foxwood Lane (formally 51 Teen Challenge Road)***
- ***PIN #86442000248065 as 151 Foxwood Lane (formally 47 Teen Challenge Road)***
- ***PIN #86442000236107 as 164 Foxwood Lane (formally 49 Teen Challenge Road)***
- ***PIN #86442000317426 as 19 Hillcrest Lane (formally 179B Deck Road)***
- ***PIN #86442000426192 as 36 Hillcrest Lane (formally 181A Deck Road)***
- ***PIN #86442000421191 as 54 Hillcrest Lane (formally 181B Deck Road)***
- ***PIN #86442000326021 as 64 Hillcrest Lane (formally 181C Deck Road)***
- ***PIN #86442000213394 as 20 Keibach Lane (formally 149A Deck Road)***
- ***PIN #86442000220079 as 38 Keibach Lane (formally 155 Deck Road)***
- ***PIN #86442000029048 as 56 Keibach Lane (formally 151A Deck Road)***

The Board discussed the parcels located off of Teen Challenge Road and agreed to table the matter until next month.

Mrs. Flaherty updated the Board with regards to Hillcrest and Keibach Lanes; noting that those names have been on the books since the early 80's, she is not sure why the effected parcels were never assigned addresses off of the lanes that access the parcels.

***Vice Chairman Kramer made a motion to readdress the following properties:***

- ***PIN #86442000317426 as 19 Hillcrest Lane (formally 179B Deck Road)***
- ***PIN #86442000426192 as 36 Hillcrest Lane (formally 181A Deck Road)***
- ***PIN #86442000421191 as 54 Hillcrest Lane (formally 181B Deck Road)***
- ***PIN #86442000326021 as 64 Hillcrest Lane (formally 181C Deck Road)***

*The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

It was noted that with regards to assigning names to private lanes within the Township that the first street identification sign would be purchased/installed by the Township.

Mrs. Gehman & Mr. Vogt advised that they live off of Keibach Lane and have several concerns with changing their address from Deck Road to Keibach Lane. The Board advised that these changes are taking effect to address safety concerns when it comes to emergency services. Chief Kerschner helped to explain how the County's system works with regards to emergency responders. Mrs. Gehman inquired how this change will affect her deed, mortgage, etc. The Board commented that they felt the deed would not have to be changed at this time; any change would happen if the parcel were to sell. Mrs. Flaherty advised that once authorization is given she sends correspondence to the property owner and cc's Berks County Emergency Services, the Berks County Assessment Office, the Harrisburg Post Office, the local Post Office, the School District, the DCED; noting that property owners do not need to complete a change of address, but do need to contact the DMV,

their bank and other personal bills/magazines, etc. Mrs. Gehman inquired about the affected property owners' purchasing their own street sign for Keibach Lane; she would present to the Township for review/approval. Supervisor Feick advised that he wasn't sure if that would be acceptable, noting federal requirements with regards to signage.

The Board discussed how these changes will affect mailboxes. Mrs. Flaherty advised that she would contact the Womelsdorf Post Office to inquire. The address changes will not go into effect until at least thirty (30) days after the date of the correspondence notifying the property owner of their new address.

*Supervisor Feick made a motion to readdress the following properties:*

- PIN #86442000213394 as 20 Keibach Lane (formally 149A Deck Road)
- PIN #86442000220079 as 38 Keibach Lane (formally 155 Deck Road)
- PIN #86442000029048 as 56 Keibach Lane (formally 151A Deck Road)

*The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

### ***Open Records Policy***

Mrs. Flaherty updated the Board on a seminar she attended with regards to the Right to Know Law; she advised that Attorney Emkey from Hartman's office was one of the presenters and stated that there should only be one open records officer. All requests should go through that person. Currently the Police Secretary is providing police info (accident reports). The Board and Chief Kerschner discussed the matter and agreed that the Police Department would work with Mrs. Flaherty to insure that the Township is following the proper procedure.

### ***Getting rid of old office equipment***

Mrs. Flaherty requested permission to recycle or destroy/throw away old office equipment such as computers, scanners, fax machine, cell phones, etc. With regards to computers and cell phones the hard drives and sim cards will be removed and destroyed.

*Supervisor Feick made a motion to authorize Township staff to recycle or destroy/throw away old office equipment. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

## **FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS**

Account Balances for the end of March, 2019 were as follows:

General Account	\$ 3,146.74
First Citizens General Holding Account	\$ 447.36
General Prime Account	\$241,277.70
State Aid Account	\$ 26.87
State Prime Account	\$218,671.10
Street Light Account	\$ 9,941.40
Recreation Planning Escrow Account	\$ 49,236.85

Payments of Bills for this April 10, 2019 meeting are:

General Account combined with the payroll account – Checks #19038 to #19070 in the amount of \$20,312.53  
Street Light Account – Check #385 in the amount of \$1,218.48  
State Liquid Fuels Account – Check #204 in the amount of \$1,200.68  
Recreation Fund –  
Recreation Planning Escrow – Check #101 in the amount of \$1,427.64  
Camp Calvary Land Dev. Escrow –

Camp Calvary Inspection Escrow –  
Village Estates Improvements Inspection Escrow –  
Stormwater Inspection Escrow –  
Total Expenses for this meeting – \$24,159.33

*Supervisor Feick made a motion to approve the payments of the bills for this April 10, 2019 meeting. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

Sewer Accounts balances for the end of March, 2019 were as follows:

Sewer Operation Account – \$15,052.54  
Balance in the Sewer Holding Account - \$110,701.20  
Debt Service Account - \$417,764.60

Payments of Bills in the Sewer Operation Account for this April 10, 2019 meeting are:  
Check #2296 to #2311 in the amount of \$31,347.72

Chairman Deck inquired if the Sewer Debt Service Account had been changed from a Plus account to a Prime account. Mrs. Flaherty advised that she thought it had but would double check with the Sewer Secretary.

*Supervisor Feick made a motion to approve payment of the sewer bills. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

#### **EXECUTIVE SESSION**

*None.*

#### **ADJOURNMENT OF MEETING**

*Supervisor Feick made a motion to adjourn the meeting at 9:05 P.M. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

Respectfully Submitted,

*Christy Flaherty*

Secretary, Tulpehocken Township