

**Tulpehocken Township
Board of Supervisors
Meeting of April 8, 2020**

The Tulpehocken Township Board of Supervisors met on April 8, 2020 in the Township meeting room at 7 P.M. In attendance and voting were Supervisors: Chairman Deck, Vice Chairman Richard Kramer and Lester Feick, Supervisor. Also present were Kris Kerschner, Police Chief, and Christy Flaherty, Township Secretary/Treasurer.

Due to COVID-19 the meeting room was closed to the public; however, residents were able to participate via Zoom teleconference and pre-submit their questions.

Harold Zimmerman participate via teleconference.

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

None.

ANNOUNCEMENTS

Chairman Deck announced that the Township held an Emergency Meeting on March 23, 2020.

Motion to ratify the adoption of Resolution 2020-6; Proclaiming a Local Disaster Emergency and to appoint Lester Feick as the primary and Christy Flaherty as the backup point of contacts on record for Berks County Emergency Services

*Vice Chairman Kramer made a motion to ratify the adoption of **Resolution 2020-6**. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

Chairman Deck also announced that an **Executive Session** was held at the March 23, 2020 meeting to discuss personnel matters.

APPROVAL OF MINUTES

Vice Chairman Kramer made a motion to approve the minutes from the March 11, 2020 Board of Supervisors meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Vice Chairman Kramer made a motion to approve the minutes from the March 23, 2020 Board of Supervisors emergency meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

ADMINISTRATIVE ACTIONS

Planning Commission

None.

Solicitor Legal Discussions

Review draft amendment to the Zoning Ordinance with regards to allowing a single flag lot in a residential subdivision with at least ninety (90) lots. If the Board approves would need a motion authorizing the amendment be sent to the County and Township Planning Commissions for review

Supervisor Feick made a motion authorizing the draft amendment be sent to the County and Township Planning Commissions for review. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Escrow Release

None.

Correspondence from Zoning Officer

March – No update received

Motion to ratify the withdraw of the citations filed against the Zimmerman's in December, 2019

Vice Chairman Kramer made a motion to ratify the withdraw of the citations filed against the Zimmerman's in December, 2019. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Does the Board wish to amend Ordinance 2004-5 with regards to Section 302.8.1 to also allow vehicles to park on stone surfaces in the rear yard?

The Board reviewed **Section 302.8.1** and the comments from the Zoning Officer and agreed to remove that section from **Ordinance 2004-5**.

Chairman Deck made a motion to remove Section 302.8.1 from Ordinance 2004-5. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Land Development

None.

STAFF REPORTS

Police Report – Chief Kerschner read the March, 2020 Police report as follows:

ACTIVITY	TULPEHOCKEN TWP	MARION TWP
MILES PATROLLED	3007	759
GALLONS OF FUEL	294.5	0
HOURS WORKED	452	60
PATROL HOURS	347.75	49
TULPEHOCKEN AREA SCHOOL DIST. HOURS	13.25	0
TOTAL INCIDENTS	3	4
TOTAL COMPLAINTS	12	7
MISCELLANEOUS CALLS FOR SERVICE	17	0
FOLLOW-UP INVEST	1	0
TELEPHONE ASSIGNMENTS	20	9
COMM/RESIDENTIAL ALARMS	1	0
EMS/FIRE ADVISORIES	16	10
TRAFFIC STOPS	10	4
CITATIONS ISSUED	10	5
NON-TRAFFIC CITATIONS	0	0
TRAFFIC WARNINGS	1	0
WARRANTS	0	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	4	1
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	0	0
SECURITY CHECKS	61	40
POLICE ASSISTS	15	0
MOTORISTS ASSISTS	1	2
COURT APPEARANCES	0	0
SCHOOL HOURS	48	0

Chief Kerschner reported that during the month of March there were 146 calls received through Berks County 911.

The Board inquired how COVID-19 is affecting the Department. Chief Kerschner advised and also updated the Board with regards to Teen Challenge. The Board requested the Police to track their time with regards cleaning/sanitizing due to COVID-19. Chief Kerschner requested everyone to be very conscious with regards to cleaning up after themselves and sanitizing the building/vehicles.

Chairman Deck thanked Chief Kerschner.

Road Master's Report – Supervisor Feick read the March, 2020 report. The work consisted of telephone calls, work in shop/building, paperwork, equipment repairs/maintenance, sewer maintenance/repairs, meter reading, check road problems, road patching, CDL test setup, attend Ebling's open house, met w/salesman, met w/Dutchman Contracting re: new pole barn, prepare building lot for pole barn, attend sewer class, haul stone, COVID-19 paperwork, p/u Explorer, work on waiver, went to Reading Fire Equipment, stock pile stone, clean up yard and sign maintenance.

Supervisor Feick advised that he would like to have Reber & Zerbe do scratch patching on Wintersville & Host Roads. He also updated the Board with regards to having thermo plastic markings applied at the intersections of Deck & Wintersville Roads and Market Street & Rt. 501. He reported that he did contact Lincoln Pavement Services, Inc. and their price was better than the quote received from A-1; they also advised that they could possibly start the work in April.

Supervisor Feick updated the Board with regards to the new Pole Building. He advised that construction will start tomorrow. He also inquired if the Board would like him to run extra conduit for future use. The Board agreed that Supervisor Feick should run the extra conduit for future use.

Discuss building a closet in the meeting room

Supervisor Feick suggested having Alan Bashore build the closet; since he is a Township employee.

The Board discussed also purchasing a metal shelving unit on wheels.

Supervisor Feick made a motion to authorize the closet to be built and to purchase a metal shelving unit on wheels. The motion was seconded by Vice Chairman Kramer 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.

Lorraine Jackson (18 East Market Street) – Motion to accept payment plan

Vice Chairman Kramer made a motion to accept Lorraine Jackson's payment plan. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Discuss waiving finance charges for the second quarter of 2020

The Board discuss their options with regards to waiving finance charges; it was agreed that a final decision will be made at the June meeting.

UNFINISHED BUSINESS

Does the Board wish to take dedication of the street lights in Phase I of the Mountain Meadows development?

The Board discussed what's involved with regards to taking dedication of the street lights.

Supervisor Feick made a motion to start the process with regards to the Township taking dedication of the street lights in Phase I of the Mountain Meadows development. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

NEW BUSINESS

Zoning Hearing Board Application – Vista Springs LLC/Neal W. Hess (113 Rehrersburg Road) – Hearing date is to be determined

Mrs. Flaherty advised the Board that an application was received for the Zoning Hearing Board's review.

Review Commercial Insurance Policy from Zinn Insurance – current policy expires May 1st – Total Estimated Annual Premium is \$55,487, an increase of \$319

Supervisor Feick made a motion to renew the Commercial Insurance Police from Zinn Insurance. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Tax Collection Update – Sitting hours have been cancelled. Requesting a motion to advertise that the collection hours have been cancelled.

Supervisor Feick made a motion to advertise the cancellation of tax collection hours; the costs would be shared with several municipalities. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

CORRESPONDENCE

Berks County Solid Waste Authority is asking for a contribution; the Township contributed \$300 in 2019, 2017 and 2016, no contribution was made in 2018

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

Albright College, Center for Excellence in Local Government is asking for a contribution; the Township contributed \$300 in 2019 and \$250 in 2018, 2017 & 2016

Vice Chairman Kramer made a motion to authorize a contribution in the amount of \$300 to Albright College. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

OTHER BUSINESS

14th Annual Berks Municipal Officials Dinner – Rescheduled to May 28th

Motion to ratify Change Order #1 for the Pole Barn – addition of 48” wainscot to exterior walls, six (6) 6” diameter steel pip bollards (painted safety yellow) and exterior concrete as listed below:

- Add 4’x60’ apron, 8” thick with 6ga. Welded wire, broom finish, sealer (stone for base provided by Township)***
- Add 4’x4’ pad at entry door, 4” thick, broom finish, sealer (stone for base provided by Township)***
- This includes the 48”x80” concrete pad for generator at Township building (stone and forming for generator pad provided by Township)***

Amount of Change Order #1 is \$11,044.

Supervisor Feick made a motion to ratify Change Order #1 for a cost \$11,044. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

The Board discussed installing spouting on the western side of the salt shed and piping the water to a stone bed.

Vice Chairman Kramer made a motion to install spouting on the western side of the salt shed and pipe the water to a stone bed. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Does the Board wish to have Township Staff complete a form approving overtime, sick days and vacation days? The Police Officers are already doing this

The Board reviewed the form being used by the Police Department and agreed to have the Township Secretary draft a form for all other Township staff for their review/approval.

Vice Chairman Kramer made a motion authorizing Mrs. Flaherty to draft a form for review/approval. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

PSATS Convention has been postponed

Rescheduling August BOS meeting

The Board discussed rescheduling the August meeting and agreed to make a decision at the June meeting.

Motion to ratify authorization to have a website (Rapid Landing Page) designed by Mindburn/SMRTGUYS for a cost of \$550 with a monthly hosting fee of \$35. Need to discuss Phase II and monthly maintenance

The Board discussed the website and the Zoom subscription; noting that the Township web address is **tulpytwp.org**.

Chairman Deck made a motion to ratify the authorization to create a website for a cost of \$550 with a monthly hosting fee of \$35 and to have a monthly Zoom subscription for a cost of approximately \$15. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Update with regards to purchase of three (3) workstations from JDM Outlet

Mrs. Flaherty updated the Board with regards to having the workstations delivered/installed; noting that she will schedule for a Friday.

Discuss how COVID-19 could affect the Township – need to be prepared if staff becomes ill

The Board discussed COVID-19 and having a Health & Safety Plan. It was agreed that Mrs. Flaherty should reach out to other municipalities and PSATS to see what type of plans they are using.

Mrs. Flaherty inquired as to how the Township is going to handle if staff gets sick. The Board discussed paying an employee if they test positive, employees self-quarantining for the required time period if they are exposed, the office remaining open, laying off employees and the recently enacted Acts with regards to COVID-19. It was agreed that if you are sick you should not come to work.

The Board discussed offering CPR training to employees and purchasing an AED for the meeting room.

The Board discussed Township Supervisors overseeing specific departments; currently Vice Chairman Kramer oversees the Police Department and Supervisor Feick oversees the Public Works Department. It was agreed that Chairman Deck would oversee the Township & Sewer secretaries; the Police secretary would be overseen by the Police Chief and Police Commissioner.

Vice Chairman Kramer made a motion to approve Chairman Deck to oversee the Township and Sewer secretaries with the exception of the Police secretary. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS

Account Balances for the end of March, 2020 were as follows:

General Account	\$ 72,440.63
First Citizens General Holding Account	\$ 2,714.61
General Plus Account	\$309,559.41
State Aid Account	\$ 49.54
State Plus Account	\$230,557.02
Street Light Account	\$ 12,717.17
Recreation Planning Escrow Account	\$ 26,538.78

Payments of Bills for this April 8, 2020 meeting are:

General Account combined with the payroll account – Checks #19759 to #19791 in the amount of \$27,955.16
Street Light Account – Check #447 in the amount of \$1,223.59
State Liquid Fuels Account –
Recreation Fund –
Recreation Planning Escrow –
Camp Calvary Land Dev. Escrow –
Camp Calvary Inspection Escrow –
Village Estates Improvements Inspection Escrow –
Stormwater Inspection Escrow –
Total Expenses for this meeting – \$29,178.75

Vice Chairman Kramer made a motion to approve the payments of the bills for this April 8, 2020 meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Sewer Accounts balances for the end of March, 2020 were as follows:

Sewer Operation Account – \$346.64
Balance in the Sewer Holding Account - \$176,970.97

Debt Service Account - \$420,530.32

Payments of Bills in the Sewer Operation Account for this April 8, 2020 meeting are:
Check #2473 to #2484 in the amount of \$15,339.94

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

The Board met in *Executive Session* to discuss possible litigation issues.

ADJOURNMENT OF MEETING

Vice Chairman Kramer made a motion to adjourn the meeting at 9:07 P.M. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Respectfully Submitted,

Christy Flaherty

Secretary, Tulpehocken Township