

**Tulpehocken Township
Board of Supervisors
Meeting of August 24, 2020**

The Tulpehocken Township Board of Supervisors met on August 24, 2020 in the Township meeting room at 7:02 P.M. In attendance and voting were Supervisors: Chairman Deck, Vice Chairman Richard Kramer and Lester Feick, Supervisor. Also present were Bryan Dronick, Police Officer, Christy Flaherty, Township Secretary/Treasurer and Heather Claman, Sewer Secretary.

Members of the audience included: Lori Deck, Harold Zimmerman, Robert Sattazahn and Simeon Zook.

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.

APPROVAL OF MINUTES

Supervisor Feick made a motion to approve the minutes from the July 8, 2020 Board of Supervisors meeting. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

ADMINISTRATIVE ACTIONS

Planning Commission

Simeon Zook (35 Green Street, Mt. Aetna) – This is a 35.5 acre farm property. There are currently 4 existing buildings currently used for storage, equipment and layer chickens. Mr. Zook stated that the existing buildings are in need of repair. He would like to replace them with a 5,600 square foot building to house layer chickens. Mr. Zook is requesting a waiver of land development due to the size of the new building. The Township Engineer had a site visit at the property today. The existing structures are about 36 feet wide and the new building will be 40 feet wide and be placed over existing gravel. He currently has approximately 800 layer chickens, has the eggs picked up once a week, the feed truck delivers every 4-5 weeks and the flock is changed in a year's time. The new building will house 4,000 layer chickens, the eggs will continue to be picked up once a week, the feed truck will deliver approximately every other week and the flock will still be changed once a year. The increase in the impervious surface is minor. There is about 1,600 square feet building increase over existing gravel. Stormwater will need to be addressed. The building will be turned uphill a bit so that he can get a driveway around the back of the building. The reason why a waiver of land development is needed is the SALDO states any single building over 4,000 square feet or any combined buildings over 6,000 square feet will require land development. Mr. Zook is not certain where the Township road ends and his private lane begins. There is another house along Green Street, 25 Green Street. The Township will need to verify this information. There may

be a right of way driveway easement needed. The Township will need to watch the entrance from the driveway to Green Street to make sure that the road isn't damaged, especially during construction. The Township needs to verify where the end of the public road actually is, Mr. Zook isn't sure. If the road goes all the way down the property, then an easement would not be needed for the house at 25 Green Street. A bond would need to be obtained from Mr. Zook to ensure that the road isn't damaged and then released after the Township Engineer performs an inspection. If the road ends over by Goose Alley then an easement would be needed. Freedom Range Hatchery from Reinholds is the company that the eggs are sold to. There was a question on how the eggs are stored for a week's time. Mr. Zook plans on having an insulated box room to store the eggs. The Township Engineer stated that an E & S plan will need to be done. Anytime there is more than 5,000 square feet of disturbance, a small project E & S permit from the Conservation District. An application was given to Mr. Zook and he was told that he could call and they will help him to complete the application. The E & S permit will be needed prior to a zoning permit being issued. A manure management plan will need to be presented with the zoning application. Additional fencing at the pasture area could be added along the building for Stormwater buffer. The Conservation District may comment on this as well as they like to have stream buffers. To address Stormwater, he could install a pit by placing 3 feet wide by 1 foot deep stone pit for the runoff from the barn. The area next to the current buildings is flat, however 15 to 18 feet at the bottom portion of the buildings it drops off down to the creek.

Robert Sattazahn made a motion to recommend to the Board of Supervisors to grant the request for the waiver of land development with the conditions listed below, seconded by Laverne Frey and approved unanimously.

- *Stormwater will need to be addressed.*
- *E & S approval from the Conservation District.*
- *Utilities. He is using the same well that is currently being used and there will not be any sanitary going to the new barn. The septic and well will need to be noted on the zoning application.*
- *Exempt from landscaping due to being agricultural.*
- *Access to the property. This will need to be verified as for the location of where the Township road ends and Mr. Zook's private lane starts. An easement or bond may be needed depending on this location.*

Chairman Deck updated the Board with regards to the discussion that took place at the August Planning Commission meeting.

Mr. Zook provided copies of the Right-of-Way to Mrs. Claman.

Supervisor Feick discussed having a turnaround area in the vicinity of Mr. Zook's property located on Green Street; stating that turning around in that area is difficult. The Board discussed Supervisor Feick's suggestion. Mr. Zook offered to plow the roadway out to the church. Supervisor Feick noted that more research is needed prior to making a decision with regards to the installation of a turnaround area on Green Street.

Supervisor Feick made a motion to grant a waiver of land development with the following conditions:

- *Stormwater will need to be addressed.*
- *E & S approval from the Conservation District.*

- *Utilities. He is using the same well that is currently being used and there will not be any sanitary going to the new barn. The septic and well will need to be noted on the zoning application.*
- *Exempt from landscaping due to being agricultural.*
- *Access to the property. This will need to be verified as for the location of where the Township road ends and Mr. Zook's private lane starts. An easement or bond may be needed depending on this location.*

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

Solicitor Legal Discussions

Motion to adopt Ordinance 2020-2; PMRS Pension

Vice Chairman Kramer made a motion to adopt Ordinance 2020-2; PMRS Pension. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Escrow Release

None.

Correspondence from Zoning Officer

July Update – No update provided

The Board discussed the email dated August 24, 2020 with regards to the Hehnlly property (233 Godfrey Street). The tenant provided a copy of a sale agreement; noting that settlement is scheduled for October 16, 2020. The Board agreed to allow the poultry to remain on site until the end of October, 2020.

Vice Chairman Kramer made a motion to allow until October 31, 2020 for the birds to be removed from the Hehnlly property (233 Godfrey Street). The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Land Development

None.

STAFF REPORTS

Police Report – Officer Dronick read the July, 2020 Police report as follows:

ACTIVITY	TULPEHOCKEN TWP	MARION TWP
MILES PATROLLED	2645	697
GALLONS OF FUEL	215.5	0
HOURS WORKED	354	60
PATROL HOURS	366.5	57.25
TULPEHOCKEN AREA SCHOOL DIST. HOURS	6	0

TOTAL INCIDENTS	4	2
TOTAL COMPLAINTS	13	7
MISCELLANEOUS CALLS FOR SERVICE	37	8
FOLLOW-UP INVEST	5	0
TELEPHONE ASSIGNMENTS	26	14
COMM/RESIDENTIAL ALARMS	2	1
EMS/FIRE ADVISORIES	81	2
TRAFFIC STOPS	8	3
CITATIONS ISSUED	14	2
NON-TRAFFIC CITATIONS	0	0
TRAFFIC WARNINGS	0	0
WARRANTS	0	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	6	1
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	0	0
SECURITY CHECKS	43	49
POLICE ASSISTS	10	0
MOTORISTS ASSISTS	2	0
COURT APPEARANCES	0	0
SCHOOL HOURS	0	0

Officer Dronick reported that during the month of July there were 136 calls received through Berks County 911.

Body Cameras and Dash Cameras

The Board discussed purchasing body and dash cameras for the Police Department. Officer Dronick updated the Board with regards to the requirements for body and dash cameras; noting that the cameras need to be approved by the PA State Police and the PA Bulletin. He provided three (3) quotes.

Body Cameras – three (3) cameras

- Axon Enterprise, Inc. – will provide cloud storage. \$19,979.62, five (5) year payment plan includes maintenance agreement. Year one payment would be 6,394.66
- Watch Guard – no storage or maintenance agreement. \$3,180.00
- Pro-Vision – will provide cloud storage. \$27,354 – price also includes three (3) dash cameras

He recommends Axon Enterprise, Inc.; noting that Hamburg and Schuylkill Haven Police Departments use that system.

Dash Cameras – three (3) cameras

- Axon Enterprise, Inc. - \$34,086.42, includes cloud storage
- Watch Guard - \$4,995, no storage provided

The Board agreed they were in favor of purchasing the body cameras verses the dash cameras.

Supervisor Feick made a motion to purchase three (3) body cameras from Axon Enterprise, Inc. for a total price of \$19,979.62 over a five (5) year period. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

The Board discussed the situation at Teen Challenge and what action the Township can take; noting that the facility is costing the tax payers money.

Renew Memorandum of Understanding between the Township Police and Tulpehocken Area School District – Authorize Chairman to sign agreement

Vice Chairman Kramer made a motion to renew the Memorandum of Understanding between the Tulpehocken Township Police Department and the Tulpehocken Area School District and to authorize the Chairman to sign the agreement. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Does the Board wish to increase the hourly rate charged to the School for Police Services?

- ***2019 rate \$65.04 per hour; increased 3% from 2018***
- ***2020 rate \$67.65 per hour; increased 3% from 2019***

The Board discussed increasing the hourly rate by 4%; the 2021 rate would be \$70.36 per hour.

Vice Chairman Kramer made a motion to increase the hourly rate charged to the Tulpehocken Area School District for Police Services by 4% for 2021. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Does the Board wish to increase the monthly rate charged to Marion Township for 2021? 2020 rate increased 4% from 2019

The Board discussed increasing the monthly rate by 4%; the 2021 rate would be \$4,346.71 per month.

Vice Chairman Kramer made a motion to increase the hourly rate charged to Marion Township for Police Services by 4% for 2021. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

The Board noted that the correspondence sent to the School District and Marion Township should advised that the Township is purchasing body cameras for the officers.

Road Master's Report – Supervisor Feick read the July, 2020 report. The work consisted of equipment repairs/maintenance, monthly sewer work, meter reading, sewer maintenance/repairs, telephone calls, road patching, highway mowing, went to DES for PPE supplies, skin patching Host Road, meeting w/Martin's Paving, check water conditions on roadways, tree issue in Mt. Aetna, work in shop, weighing truck, work on new dump truck, lawn mowing, took new dump truck to Brown Signs, sewer inspections, Salem Road tile work, Salem Road maintenance, inspect roadways, pot hole patching, post roads signs advising of upcoming road maintenance, pick up parts/supplies, unload floor dry from the County, cleanup salt shed, prepare roadways for chipping, storm cleanup

on Stone, Witman & Deck Roads, haul stone, stock pile salt, haul dirt to vacant lot in Rehrersburg, sign maintenance and unload concrete products.

Supervisor Feick updated the Board with regards to the Spur Road Project; noting that he needs to find out what's going on with Marion Township, he believes easements are still needed. He reported that he's had no contact as to where things stand on their end. Chairmen Deck requested a contact number for Marion Township's Chairman. Mrs. Flaherty reported that she would email the Marion Township Secretary to requested that the Roadmaster contact Supervisor Feick and to get the Chairman's contact information. Mrs. Flaherty noted that the Township still needs to finalize our easements. Supervisor Feick advised that the Township Engineer is working on that.

The Board discussed their disappointment with regards to the costs incurred due to the salt agreement with Marion Township.

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

The Board discussed how COVID is affecting the fire companies with regards to revenue.

SEWER OPERATIONS

Judgements and Delinquent Sewer Accounts

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

Motion to approve correspondence updating customers with regards to new billing system

The Board review the correspondence and advised they had no changes.

Vice Chairman Kramer made a motion to approved the correspondence updating customers with regards to the new billing system as presented. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Discuss proposed three (3) year contract with Select Environmental Solutions, Inc. – current contract runs from November 1, 2017 to October 31, 2020 – proposed contract includes an increase of approximately 3% each year – Sewer Secretary is proposing that the renewed contract would run from November 1, 2020 – December 31, 2023

The Board reviewed the Select Environmental Solutions, Inc contract. Chairman Deck recommended that the contract be put out for bid in the Spring of 2023.

Chairman Deck made a motion to accept the three (3) year contract with Select Environment Solutions, Inc. as presented. The motion was seconded by Vice Chairman Kramer and passed unanimously with Supervisor Feick abstaining (2-0-1).

The Board discussed the Godfrey Street Pump Station. Supervisor Feick stated that a meter for the pump station would cost approximately \$7,000. He stated that once Mr. Hurst builds the new pump station on Lancaster Avenue for Mt. Meadows; he would like to move the existing meter to the Market Street Pump Station, then all pump stations would be metered.

Vice Chairman Kramer made a motion to purchase a meter for the Godfrey Street Pump Station for a cost of approximately \$7,000. The motion was seconded by Chairman Deck and passed unanimously (3-0).

UNFINISHED BUSINESS

None.

NEW BUSINESS

Discuss Township's current accounting system

Mrs. Flaherty advised the Board that once again the Township is being told that DacEasy will be retired at the end of the year. She and Mrs. Claman did meet with Mr. Giorgio (MicroAide) for a presentation to review the Sage 50 Accounting Software. MicroAide provided a quote for Sage 50, which included converting the Township's accounting information from DacEasy to Sage 50. QuickBooks is another accounting system used by local Townships. Mrs. Flaherty explained that if the Township were to outsource payroll, we could continue to use DacEasy. Chairman Deck inquired as to when Mr. Giorgio would retire. Mrs. Flaherty reported that Mr. Giorgio has advised that he is not planning on retiring anytime soon; however, when he does, there are other consultants that would be able to provide help. It was noted that if the Township were to use QuickBooks, two (2) licenses would be needed. The Board discussed what it would cost to outsource payroll; Mrs. Flaherty advised on the quotes received in 2019. Mrs. Claman and Mrs. Flaherty explained what would be involved with converting to a new accounting system. The Board discussed the costs incurred due to having to get the yearly payroll updates. Mrs. Flaherty reported that there would still be a yearly fee to MicroAide for providing support and that if the Township chooses to go with another accounting system, there would be costs incurred for training and support. The Board agreed that Mrs. Flaherty should get prices for outsourcing payroll to be presented to the Board.

CORRESPONDENCE

Request from Jefferson Township for Fire Police coverage for Tulpehocken School District Graduation event scheduled for Thursday, July 30th from 6:30-9 P.M. – Need to ratify the motion due to approval being granted between meetings

Supervisor Feick made a motion to ratify the approval of Fire Police coverage for Tulpehocken School District's Graduation event scheduled for Thursday, July 30th from 6:30 – 9 P.M. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Request from Upper Tulpehocken Township for Fire Police coverage for the 47th Annual Strausstown Lions Club Car Show scheduled for Sunday, September 13th

Vice Chairman Kramer made a motion to authorize Fire Police coverage for the 47th Annual Strausstown Lions Club Car Show scheduled for Sunday, September 13th. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

OTHER BUSINESS

Reminder – 2021 Preliminary Budget meeting is scheduled for Monday, September 21st at 6 P.M.

DCNR – Early Implementation Project

Chairman Deck updated the Board. The Board agreed not to take any action at this time.

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS

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

General Account	\$122,764.47
First Citizens General Holding Account	\$ 3,152.26
General Plus Account	\$310,473.38
State Aid Account	\$ 211.38
State Plus Account	\$192,131.46
Street Light Account	\$ 22,207.93
Recreation Planning Escrow Account	\$ 26,598.14

Payments of Bills for this August 24, 2020 meeting are:

- General Account combined with the payroll account – Checks #20024 to #20030 in the amount of \$5,226.98 and Checks #20043 to #20076 in the amount of \$26,781.13
- Street Light Account – Check #451 in the amount of \$1,190.67
- State Liquid Fuels Account –
- Recreation Fund – Check #106 in the amount of \$32.70
- Recreation Planning Escrow – Check #110 in the amount of \$14,259.02
- Camp Calvary Land Dev. Escrow –
- Camp Calvary Inspection Escrow –
- Village Estates Improvements Inspection Escrow –
- Stormwater Inspection Escrow –
- Total Expenses for this meeting – \$47,490.50

Vice Chairman Kramer made a motion to approve the payments of the bills for this August 24, 2020 meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

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

- Sewer Operation Account – \$275.61
- Balance in the Sewer Holding Account - \$202,619.69
- Debt Service Account - \$427,401.12

Payments of Bills in the Sewer Operation Account for this August 24, 2020 meeting are:

- Check #2522 to #2535 in the amount of \$20,610.14

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

EXECUTIVE SESSION

None.

ADJOURNMENT OF MEETING

Supervisor Feick made a motion to adjourn the meeting at 8:54 P.M. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Respectfully Submitted,

Christy Flaherty

Secretary, Tulpehocken Township