

**Tulpehocken Township  
Board of Supervisors  
Meeting of February 13, 2019**

The Tulpehocken Township Board of Supervisors met on February 13, 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 Chad Hepler, Police Officer, Michelle Mayfield, Solicitor and Christy Flaherty, Township Secretary/Treasurer.

Members of the audience included: Robert Sattazahn, John Zimmerman, Jeffrey Zimmerman, Tom Wise, Harry Reinhold and Keith Dmochowski (Reading Eagle).

**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.

**RECOGNIZE ROBERT SATTAZAHN FOR SERVING ON THE PLANNING COMMISSION SINCE 1978; SERVED AS CHAIRMAN FROM 1982 TO 2018**

The Board presented Mr. Sattazahn with a thank you gift for his service to the Township.

**PUBLIC COMMENTS**

John Zimmerman reported that Jeffrey Zimmerman has agreed to take over the position of Project Coordinator with regards to the Recreation Grant Study Committee. Chairman Deck reported that matter would be addressed under New Business.

**APPROVAL OF MINUTES**

*Vice Chairman Kramer made a motion to approve the minutes from the January 7, 2019 Reorganization 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 January 7, 2019 Board of Supervisors meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

**DISCUSS POLICE CONTRACT WITH REGARDS TO OVERTIME PAY**

The Board met in Executive Session to discuss the matter. Upon returning to the meeting, Attorney Mayfield advised that no action is required.

**REVIEW/APPROVE OT APPROVAL FORM FOR PUBLIC WORKS DEPARTMENT – WILL NEED TO DETERMIN WHO APPROVES THE ROAD MASTER’S FORM – NOTE: PER EMPLOYEE HANDBOOK SEWER CALL OUTS, SNOW PLOWING OR ANY OTHER ROAD EMERGENCY DOES NOT NEED PRIOR APPROVAL**

The Board met in Executive Session to discuss the matter. Upon returning to the meeting, Attorney Mayfield advised that no action is required.

## ADMINISTRATIVE ACTIONS

### Planning Commission

***Mt. Meadows Phase II: Time expires March 11, 2019. Pioneer Management LLC, the applicant's engineer, presented a time extension letter to the Township for a 186 day time extension. John Zimmerman made a motion to recommend to the Board of Supervisors to grant the time extension request for Mountain Meadows as a 186 day time extension to September 13, 2019. Seconded by Robert Sattazahn and approved unanimously.***

*Vice Chairman Kramer made a motion to grant the time extension request for Mountain Meadows as a 186 day time extension to September 13, 2019. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

***Camp Calvary Final Plan: Time expires February 27, 2019. This plan will still need an amended NPDES permit due to the increase in the impervious area. E & S approval will also be required. All original notes that were on the Larson Design Group Plan dated May 21, 2009 (last revised September 3, 2010) need to be documented on the revised plan. Brian Walberg from Camp Calvary was present to discuss the plan and answer any questions the Planning Commission may have had regarding this plan.***

***Camp Calvary presented a time extension letter to the Township for a 180 day time extension. Robert Sattazahn made a motion to recommend to the Board of Supervisors to accept the time extension letter for 180 days, giving a new date of August 26, 2019. Seconded by Gary Deck and approved unanimously.***

*Vice Chairman Kramer made a motion to accept the time extension letter for 180 days, giving a new date of August 26, 2019. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

***The applicant's engineer submitted a waiver request for Section 307.B.1.a-Limiting Zone Separation. This section requires a minimum separation of 48 inches between the soil limiting zones and the bottom of the infiltration facility. There will be a basin constructed with a porous planting soil mix and a rain garden seed mix to enhance water quality of the runoff through filtration and biological treatment. Gary Deck made a motion to recommend to the Board of Supervisors to accept the waiver request for Section 307.B.1.a. Seconded by John Zimmerman and approved unanimously.***

*Supervisor Feick made a motion to accept the waiver request for Section 307.B.1.a. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

***The applicants engineer will revise the plans and come back to the Planning Commission in the near future.***

***Hope Mennonite Church Annexation: This plan is located at 61 Strausstown Road (known as Lot 1) This annexation is located in the Effective Agriculture Preservation zoning district (EAP). They are annexing 2 acres (Lot A) onto the church parcel (Lot 1).***

***A 100 foot setback should be shown around the Environmental Protection (EP) overlay for the residue lot. The applicant's surveyor stated that he is not comfortable showing this on the plan. The Township Engineer stated that unmapped streams or canal have a 50 foot floodway setback from top of bank per DEP regulations and 50 foot could be added down through there as the easement as a compromise. The applicant's surveyor stated that he would be happy to show that on the plan.***

*The applicant's surveyor, DeVon Henne stated that Upper Tulpehocken Township relinquished their right to review. The Township Engineer stated that we would like a letter showing this. The Township Solicitor stated that the Berks County Planning Commission should be contacted to see what they are requiring whether it is a signature block or a letter from Upper Tulpehocken Township.*

*Still waiting for a review from the Berks County Planning Commission as well.*

*There is an existing concrete monument on the one corner along the right-of-way, they are proposing to place another concrete monument on the other corner along the right-of-way, there is a concrete monument on the west side along the boundary and they are also proposing iron pins in the back 2 corners of the lot.*

*The Township Solicitor will need to review and let the applicant's surveyor know if he will need to survey the entire tract and have the residue lot be given a new deed to describe the remaining acreage.*

Attorney Mayfield advised that a new deed will not be required for the residue lot.

*The Township has been working with prior applicants who have existing ponds on the property to secure an access easement for use by the fire company. The applicant's surveyor will relay this information to the applicant.*

*The applicant would need to post a \$500 escrow to ensure that the annexation parcel is recorded. Once the Township has been given proof of recording, the escrow money will be returned to the applicant.*

**TW Construction Plan:** *The Planning Commission needs to re-affirm the TW Construction plan due to conditional approvable being given at the Board of Supervisors meeting on October 10, 2018. The Township still needs the Letter of Credit and the Township Solicitor still needs to review a new consolidated legal description. John Zimmerman made a motion to recommend to the Board of Supervisors to re-affirm the TW Construction plan. Seconded by Robert Sattazahn and approved unanimously.*

Attorney Mayfield advised that the applicant should submit \$250 escrow to ensure the easement is recorded. Mrs. Flaherty reported that the \$250 escrow has been received.

### **Solicitor Legal Discussions**

*None.*

### **Escrow Release**

*None.*

### **Correspondence from Zoning Officer**

*January – No update received*

### **Land Development**

***TW Construction Plan – Motion to reaffirm the plan and authorize the Chairman to sign agreements; conditional Preliminary/Final approval was granted at the October, 2018 meeting***

Supervisor Feick made a motion to reaffirm the TW Construction Plan with the condition that the applicant submits a check in the amount of \$250 as an escrow to ensure the easement is recorded. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Mrs. Flaherty confirmed that the \$250 escrow has been received.

## STAFF REPORTS

**Police Report** – Officer Hepler read the January, 2019 Police report as follows:

ACTIVITY	TULPEHOCKEN TWP	MARION TWP
MILES PATROLLED	2794	760
GALLONS OF FUEL	358	0
HOURS WORKED	528	60
PATROL HOURS	352.5	44.75
TULPEHOCKEN AREA SCHOOL DIST. HOURS	24.75	0
TOTAL INCIDENTS	4	1
TOTAL COMPLAINTS	12	1
MISCELLANEOUS CALLS FOR SERVICE	18	5
FOLLOW-UP INVEST	0	0
TELEPHONE ASSIGNMENTS	28	7
COMM/RESIDENTIAL ALARMS	1	1
EMS/FIRE ADVISORIES	25	10
TRAFFIC STOPS	18	4
CITATIONS ISSUED	21	5
NON-TRAFFIC CITATIONS	3	1
TRAFFIC WARNINGS	1	0
WARRANTS	2	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	6	3
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	8	0
SECURITY CHECKS	55	40
POLICE ASSISTS	8	0
MOTORISTS ASSISTS	2	0
COURT APPEARANCES	1	0
SCHOOL (TRAINING) HOURS	0	0

Officer Hepler reported that during the month of January there were 164 calls received through Berks County 911.

Vice Chairman Kramer advised that he has told the Police Department to stay in the office during bad weather unless they have a call. All three (3) Supervisors were in agreement.

**Road Master's Report** – Supervisor Feick read the January, 2019 report. The work consisted of working in the shop, telephone calls, sewer maintenance/repairs, sign maintenance/repairs, meter reading, meet with Township Engineer and Andy Stump, equipment repairs/maintenance, p/u parts and supplies, check

and salt icy roads, clean pump station, snow event, telephone calls, stock pile salt, mix antiskid, went to West Brunswick Township, meet with Township Engineer and salesman from LB Waters, attend Public Works meeting, attend sewer training class, check on water conditions, sewer call out and check on a complaint in Mt. Aetna.

The Board discussed the snow event that occurred on February 12<sup>th</sup>. Supervisor Feick advised that at some point the Township will need to purchase an additional truck.

***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.

***Main Pool & Chemical Company – Vendor has issues a credit in the amount of \$325. for the bad chemicals. The Township's expenses were \$187.38***

### ***Discuss quote received from LB Water Service, Inc.***

Supervisor Feick updated the Board with regards to the quote received from LB Water Service, Inc. for a camera system to view the sewer lines in the amount of \$8,178 (includes a 200 foot cable). He feels everything the machine can do is not necessary; noting that he would prefer a less expensive system. He reported that US Blue Book has a system for approximately \$5,515 (150 foot cable). The Township Engineer feels that having a camera could help with the DEP issues. John Zimmerman inquired as to the guarantee being offered by LB Water Service, Inc. with regards to parts. Chairman Deck advised that he feels the system could be helpful to find any issues. He inquired if camera systems could be rented. Supervisor Feick reported that the sewer budget has allocated \$5,500 for the purchase of a camera. The Board discussed the past expenses incurred for televising the sewer lines.

*Chairman Deck made a motion to authorize the purchase of the camera system from LB Water Service, Inc. for an approximate cost of \$8,178. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

It was suggested to see if LB Water Service would throw in a longer cable for the same price or take anything more off the price since what is being purchased was a demo model.

## **UNFINISHED BUSINESS**

***Motion to adopt Ordinance 2019-1 and authorize the Chairman to sign the agreement; Intergovernmental Agreement with Upper Tulpehocken Township***

*Vice Chairman Kramer made a motion to adopt **Ordinance 2019-1** and authorize the Chairman to sign the agreement; Intergovernmental Agreement with Upper Tulpehocken Township. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

***Motion to adopt Ordinance 2019-2; reducing the Planning Commission to five (5) members***

Supervisor Feick made a motion to adopt **Ordinance 2019-2**; reducing the Planning Commission to five (5) members. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

## **NEW BUSINESS**

***PLGIT – Would the Board be interested in switching the Plus accounts to Prime accounts; the interest rate is higher***

*Chairman Deck made a motion to authorize the PLGIT General Plus (Savings Account #XXXX012) and the Liquid Fuels Plus (Savings Account #0000025) accounts be switched to PLGIT/Prime accounts to receive the higher interest rate. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

***The Recreation Board is requesting a secretary be provided to take minutes***

The Board discussed the request and agreed that any one of the Township's three (3) Secretaries could cover the Recreation Board meetings to take minutes.

*Supervisor Feick made a motion authorizing one of Township Secretaries to take minutes for the Recreation Board. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

***State Salt Contract for 2019/2020 – Contract is due March 15, 2019 – must purchase at least 60% and cannot go more than 140% of bid***

*Vice Chairman Kramer made a motion to purchase 400 ton of salt under the 2019/2020 State Salt Contract. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

***Mowing Contract with PennDot - \$19,033.41 is the amount of the 2019, 2020 & 2021 mowing contract. Motion to sign agreement and adopt Resolution 2019-6***

*Supervisor Feick made a motion to sign the Agreement and adopt **Resolution 2019-6** for the 2019, 2020 and 2021 mowing contract with PennDot. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

***Recreation Grant Study Committee – need to approve new Project Coordinator***

*Vice Chairman Kramer made a motion to approve Jeffrey Zimmerman as the new Project Coordinator for the Recreation Grant Study Committee. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

Chairman Deck advised that the minutes for the Recreation Grant Study Committee will be taken by YSM.

## **CORRESPONDENCE**

*None.*

**OTHER BUSINESS**

***Does the Board wish to transfer the funds budgeted in 2019 for the Police P.T.O. - \$2,000?***

*Supervisor Feick made a motion to authorize the transfer of \$2,000 from the General Fund to the Police P.T.O. Fund. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

***Does the Board wish to transfer the funds budgeted in 2019 for the Recreation Fund - \$5,000?***

*Vice Chairman Kramer made a motion to authorize the transfer of \$5,000 from the General Fund to the Recreation Fund. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

***Does the Board wish to transfer the funds budgeted in 2019 for the Building Maintenance Fund - \$6,313?***

*Supervisor Feick made a motion to authorize the transfer of \$6,313 from the General Fund to the Building Maintenance Fund. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

***Does the Board wish to continue donating \$540 per year to the Mt. Aetna Lions Club? The donation was made to help offset their sewer costs; the property is no longer owned by the Lions Club.***

John Zimmerman advised that the Mt. Aetna Lions Club has dismantled and that the Mt. Aetna Fire Company has taken ownership of the property. It was reported that the sewer bill is now going to the Fire Company.

*Supervisor Feick made a motion to no longer donate to the Mt. Aetna Lions Club. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

***13<sup>th</sup> Annual Berks Municipal Officials Dinner – Thursday, March 28, 2019***

The Board discussed the 13<sup>th</sup> Annual Berks Municipal Officials Dinner scheduled for Thursday, March 28, 2019; it was agreed that Chairman Deck, Vice Chairman Kramer, Supervisor Feick and Mrs. Flaherty would be attending the dinner. The Planning Commission has discussed their attendance at their February meeting.

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

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

General Account	\$ 63,965.27
First Citizens General Holding Account	\$ 5,849.43
General Plus Account	\$255,277.70
State Aid Account	\$ 21.47
State Plus Account	\$ 11,671.10
Street Light Account	\$ 12,050.70
Recreation Planning Escrow Account	\$ 49,076.61

Payments of Bills for this February 13, 2019 meeting are:

General Account combined with the payroll account – Checks #18912 to #18954 in the amount of \$55,651.14  
Street Light Account – Check #383 in the amount of \$1,238.89  
State Liquid Fuels Account –  
Recreation Fund –  
Camp Calvary Land Dev. Escrow –  
Camp Calvary Inspection Escrow –  
Village Estates Improvements Inspection Escrow –  
Stormwater Inspection Escrow –  
Total Expenses for this meeting – \$56,890.03

*Vice Chairman Kramer made a motion to approve the payments of the bills for this February 13, 2019 meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

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

Sewer Operation Account – \$784.56  
Balance in the Sewer Holding Account - \$122,199.30  
Debt Service Account - \$415,354.49

Payments of Bills in the Sewer Operation Account for this February 13, 2019 meeting are:  
Check #2269 to #2282 in the amount of \$12,938.63

*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).*

#### **ADJOURNMENT OF MEETING**

*Vice Chairman Kramer made a motion to adjourn the meeting at 9:10 P.M. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

Respectfully Submitted,

*Christy Flaherty*

Secretary, Tulpehocken Township