

**Tulpehocken Township  
Board of Supervisors  
Meeting of May 13, 2020**

The Tulpehocken Township Board of Supervisors met on May 13, 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.**

**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 also announced that an *Executive Session* was held on May 4, 2020 to discuss personnel matters.

**APPROVAL OF MINUTES**

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

**ADMINISTRATIVE ACTIONS**

**Planning Commission**

*Vincent Zimmerman (7673A Lancaster Avenue) – would like to replace existing cement block building with a larger pole building. Has requested a waiver of land development. Below is the motion made by the Planning Commission at their May 7<sup>th</sup> meeting:*

*John Zimmerman made a motion to recommend to the Board of Supervisors to grant a waiver of land development with the following conditions. Seconded by Robert Sattazahn and approved unanimously.*

- *If ownership would change that there would be an easement granting access to the garage.*
- *The Township Engineer to meet out at the site to make sure that the gravel is hard compacted and not infiltrating.*
- *If a toilet would be installed, an additional sewer edu would need to be paid for and he would be billed one edu for the garage.*
- *The Township Engineer would need to address stormwater.*

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

- If ownership would change that there would be an easement granting access to the garage.
- The Township Engineer to meet out at the site to make sure that the gravel is hard compacted and not infiltrating.
- If a toilet would be installed, an additional sewer edu would need to be paid for and he would be billed one edu for the garage.
- The Township Engineer would need to address stormwater.

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

### **Solicitor Legal Discussions**

**Update regarding amendment to Ordinance 2004-5 – If the Board approves the amendment, would like a motion to authorize the Solicitor to advertise the amended ordinance for adoption at the June meeting**

The Board reviewed the draft amendment and agreed that the Solicitor should advertise it for adoption.

Supervisor Feick made a motion to authorize the Solicitor to advertise the amendment to **Ordinance 2004-5** for adoption at the June 10, 2020 meeting. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

### **Escrow Release**

None.

### **Correspondence from Zoning Officer**

**April – No update received**

Mrs. Flaherty reported that several letters were sent out with regards to property maintenance and unregistered/uninspected vehicles.

### **Land Development**

None.

### **STAFF REPORTS**

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

<b>ACTIVITY</b>	<b>TULPEHOCKEN TWP</b>	<b>MARION TWP</b>
MILES PATROLLED	3125	801
GALLONS OF FUEL	288	0
HOURS WORKED	496	60
PATROL HOURS	382	50.75
TULPEHOCKEN AREA SCHOOL DIST. HOURS	0	0
TOTAL INCIDENTS	4	3

TOTAL COMPLAINTS	18	13
MISCELLANEOUS CALLS FOR SERVICE	38	4
FOLLOW-UP INVEST	0	0
TELEPHONE ASSIGNMENTS	19	4
COMM/RESIDENTIAL ALARMS	2	0
EMS/FIRE ADVISORIES	20	7
TRAFFIC STOPS	0	0
CITATIONS ISSUED	0	0
NON-TRAFFIC CITATIONS	0	0
TRAFFIC WARNINGS	0	0
WARRANTS	0	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	1	1
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	0	0
SECURITY CHECKS	51	69
POLICE ASSISTS	5	0
MOTORISTS ASSISTS	0	0
COURT APPEARANCES	0	0
SCHOOL HOURS	0	0

Chief Kerschner reported that during the month of April there were 129 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 the number of calls received with regards to Teen Challenge. He requested permission to order three (3) years of ammunition for a cost of approximately \$1,507.15 from Ron Shirk Shooter Supply; he noted that he did reach out to a total of three (3) suppliers, but only heard back from one (1). The Board authorized Chief Kerschner to purchase three years' worth of ammunition from Ron Shirk Shooter Supply. Chief Kerschner also reported that currently National Night Out is scheduled for Tuesday, October 6, 2020.

**Road Master's Report** – Supervisor Feick read the April, 2020 report. The work consisted of sewer maintenance/repairs, met with gas company, building repairs/maintenance, telephone calls, pick up parts/supplies, maintenance to recreation lot, mow grass, sign maintenance/repairs, went to DES to pick up PPE for Township Emergency Response workers, remove down trees and wires, oversee building of new pole barn, haul stone, paperwork, work in shop/building, paperwork, COVID 19 paperwork, remove tree on Four Point Road, saw cut driveway, remove/put away snow equipment, work on new building, equipment repairs/maintenance, check out road projects and address a down pole on New Schaefferstown Road,

The Board discussed the 2020 budget with regards to snow removal expenses. Supervisor Feick advised that Marion Township has contacted him to inquire if we could store three (3) loads of salt for them; he noted that we do have the room. The Board agreed to store three (3) loads of salt for Marion Township.

Supervisor Feick stated that he would like to do some patching on Wintersville Road, once the weather breaks. He updated the Board with regards to the Deck and Spur Road Projects; he reported

that Bog Turtles were found at both locations. He also updated the Board with regards to the Greble Road Bridge Project; noting that most likely with not happen this year. He advised that he will need to keep an eye on that area to confirm that the roadway is not washing away.

Supervisor Feick reported that Jackson Township has contacted him to advise that they are prepared to sell the 2004 International for a cost of \$38,871.58; he advised on recent repairs to the vehicle.

*Vice Chairman Kramer made a motion to authorize the purchase of the 2004 International from Jackson Township for a cost of \$38,871.58. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

### ***Plow Maintenance***

Supervisor Feick and Mrs. Flaherty updated the Board with regards to establishing a maintenance plan with regards to the plows and possibility seeing if the schools would be interested in painting the plows. It was agreed to budget for plow maintenance in future budgets. Supervisor Feick will establish a maintenance schedule for the plows. The idea of contacting the schools to see if there would be interest in having students paint the plows was put on hold due to COVID 19.

***Correspondence from Redevelopment Authority of the County of Berks dated April 13, 2020 with regards to the Community Development Block Grant (CDBG) Program – Would like to see if the program would have a grant that could be used for the purchase of a generator for the building***

The Board reviewed the correspondence, it was agreed that Supervisor Feick would look into the grant program.

### ***Update with regards to the new pole building***

Supervisor Feick reported that the pole building is complete except for the electrical work. Mrs. Flaherty advised that the invoices for the project have been received from Dutchman Contracting.

*Vice Chairman Kramer made a motion to authorize the payment of the invoices received from Dutchman Contracting for a cost of \$115,497.00; \$80,000 should be paid from the Building Fund and the difference should come from the General Fund. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

Mrs. Flaherty requested the Board to make a motion giving her authorization to cut the checks for Dutchman Contracting and Jackson Township prior to the June meeting.

*Vice Chairman Kramer made a motion authorizing Mrs. Flaherty to issue the checks to Dutchman Contracting and Jackson Township prior to the June meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

***Review quote received from SMRTGUYS for the installation of a camera system for the new pole building – approximate cost is \$2,997***

The Board reviewed the quote and agreed to proceed with the camera system.

*Chairman Deck made a motion to authorize SMRTGUYS to install a camera system for the new pole barn at a cost of approximately \$2,997. 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.

Supervisor Feick reported that the eq pumps at the Mt. Aetna plant are no longer working properly and suggested they be replaced; noting that the last eq pump was purchased from Slaymaker for approximately \$7,000. The Board agreed to purchase two (2) eq pumps.

*Vice Chairman Kramer made a motion to authorize the purchase of two (2) eq pumps for the Mt. Aetna plant. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

## **UNFINISHED BUSINESS**

***Update regarding draft amendment to the Zoning Ordinance with regards to allowing a single flag lot in a residential subdivision with at least ninety (90) lots – The developer who requested zoning amendment has requested the process to be put on hold at this time***

***Update with regards to taking dedication of the street lights in Phase I of the Mountain Meadows development***

Supervisor Feick updated the Board with regards to the Township taking dedication of the street lights and the development being paved. The Board stated that the developer will need to convert the light bulbs to led bulbs and agreed that the dedication of the street lights should coincide with getting the properties on the 2021 street light tax and that the Township Solicitor will draft the dedication agreement.

***Review/approve Time Off/Overtime Form – Also need to determine who would approve form for Lester Feick and Richard Kramer***

The Board reviewed the proposed form and agreed that all Township employees should start using the Time Off/Overtime Form. The also agreed that the form for working Supervisors would be approved by the remaining Supervisors.

## **NEW BUSINESS**

***Discuss residents having chickens in the Village Center Zoning District***

The Board discussed the Township's Zoning Ordinance and the possibility of amending the ordinance to allow chickens in the Village Center Zoning District; it was agreed not to allow chickens in the Village Center Zoning District.

*Supervisor Feick made a motion to enforce the current Zoning Ordinance with regards to chickens in the Village Center Zoning District. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

The Board authorized the Township Zoning Officer to contact the property owners in the Village Center Zoning District to advise that they must remove the chickens from their property.

***Does the Board wish to extend the due date for the flat period to September 30<sup>th</sup> for the 2020 Real Estate Tax? The County has provided a sample resolution – If the Board agrees to the extension would need a motion to adopt Resolution 2020-7***

*Supervisor Feick made a motion to adopt **Resolution 2020-7**. The motion was seconded by Chairman Deck and passed unanimously (3-0).*

***Zoning Hearing Board Application – Mark Wilson (183 Deck Road) – Hearing date is May 19<sup>th</sup> – The Planning Commission is recommending that the Zoning Variance be granted with conditions***

## **CORRESPONDENCE**

***Discuss correspondence received from Berks IU with regards to the Fuel Bid for 7/1/21 – 6/30/22 – Received notice that the Berks IU is going to re-bid***

Mrs. Flaherty updated the Board and advised that no action is needed at this time.

***Berks County Association of Township Officials is requesting the Township to submit resolutions for any legislation they would like PSATS to seek by June 30<sup>th</sup> – Does the Board have anything to submit?***

The Board agreed they had nothing to submit at this time.

## **OTHER BUSINESS**

***Reminder the 14<sup>th</sup> Annual Berks Municipal Officials Dinner – Rescheduled to May 28<sup>th</sup> – Haven't received any notice that the dinner has been cancelled or delayed***

***PSATS 2020 Convention has been cancelled – Since the payment has already been made, attendants will automatically be registered for the 2021 Convention; unless a refund is requested. Does the Board will to request the refund?***

The Board agreed not to request a refund.

***The new workstations will be delivered Friday, May 15<sup>th</sup>. What would the Board like done with the old desk?***

The Board discussed the condition of the three (3) desk being replace; it was agreed to throw away two (2) of the desk due to poor condition and that the remaining desk would be used in the new pole building.

Chairman Deck announced that Mrs. Lane the Police Secretary has given her resignation. The Board discussed having the Township Secretary and Sewer Secretary fill the position/share the responsibilities. Chairman Deck advised that he requested the Police Secretary provide him a job

description. Chief Kerschner updated the Board with regards to the work that is completed by the Police Secretary; noting that the Police Officers and himself will take on more of the office work. Mrs. Flaherty reported that both she and Mrs. Claman agreed to take on the extra duties; noting that the Police Secretary had already begun training Mrs. Claman and herself on the work that needs to be completed. The Board agreed to have a one (1) month trial to confirm that everyone is happy; they would decide on the compensation at their June meeting, there would be no medical benefits offered, the Secretaries could work up to forty (40) hours per week, there would be no overtime unless prior approval was given and that both secretaries would need to agree to the Board's terms.

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

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

General Account	\$ 65,033.44
First Citizens General Holding Account	\$ 57,272.72
General Plus Account	\$309,933.49
State Aid Account	\$ 207.56
State Plus Account	\$230,624.63
Street Light Account	\$ 15,131.79
Recreation Planning Escrow Account	\$ 26,565.73

Payments of Bills for this May 13, 2020 meeting are:

General Account combined with the payroll account – Checks #19836 to #19871 in the amount of \$49,274.18  
 Street Light Account – Check #448 in the amount of \$1,230.12  
 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 – \$50,504.30

*Vice Chairman Kramer made a motion to approve the payments of the bills for this May 13, 2020 meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

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

Sewer Operation Account – \$509.95  
 Balance in the Sewer Holding Account - \$226,920.15  
 Debt Service Account - \$426,874.66

Payments of Bills in the Sewer Operation Account for this May 13, 2020 meeting are:

Check #2485 to #2499 in the amount of \$16,907.54

*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 personnel matters.

**ADJOURNMENT OF MEETING**

*Vice Chairman Kramer made a motion to adjourn the meeting at 9:51P.M. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

Respectfully Submitted,

*Christy Flaherty*

Secretary, Tulpehocken Township