

**Tulpehocken Township
Board of Supervisors
Meeting of May 9, 2018**

The Tulpehocken Township Board of Supervisors met on May 9, 2018 in the Township meeting room at 7 P.M. In attendance and voting were Supervisors: Chairman Gary Deck and Vice Chairman Richard Kramer and Supervisor Lester Feick. Also present were Kris Kerschner, Police Chief, Christy Flaherty, Township Secretary/Treasurer and Christopher Hartman, Solicitor

Members of the audience included: Lori Deck, Linda Umbenhauer, Robert Sattazahn, Lloyd Schneck, Kathy Feick 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

None.

APPROVAL OF MINUTES

Vice Chairman Kramer made a motion to approve the minutes from the April 11, 2018 Board of Supervisors meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

ADMINISTRATIVE ACTIONS

Planning Commission

Weaver Annexation: Time expires July 4, 2018. This plan has been reviewed by the Township Engineer and they are satisfied with the revised plan and feel that conditional plan approval could be recommended to the Board of Supervisors.

John Zimmerman made a motion to recommend to the Board of Supervisors to grant conditional plan approval with the conditions listed below. Scott Hetrick seconded the motion. All in favor, motion carried.

- ***Conditions listed in the Ludgate review letter dated May 2, 2018.***
- ***Record deed from the landowner of the parcel being annexed.***
- ***A \$500.00 escrow needs to be posted with the Township to ensure that a new deed is recorded and a copy is provided to the Township.***

Supervisor Feick made a motion to grant Conditional Plan approval with the following conditions:

- *Conditions listed in the Ludgate review letter dated May 2, 2018.*
- *Record deed from the landowner of the parcel being annexed.*
- *A \$500.00 escrow needs to be posted with the Township to ensure that a new deed is recorded and a copy is provided to the Township.*

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

Zoning Hearing Application for Anthony Horst: Anthony Horst has applied for a zoning variance for 22 Summer Mountain Road. He is the potential buyer and has a sales agreement with the current owner with the contingency that he is granted a variance to change the existing farm shop into a machine shop. There would not be more than five full time employees besides family members. A machine shop is not a permitted use in the EAP (Effective Agricultural Preservation) zoning district. The size of the shop does not meet the definition of a home occupation. A detached structure shall not be greater than 1,000 square feet for a home occupation use. Section 834.14 permits rural enterprises by special exception, however a zoning hearing will be required. The Planning Commission discussed the Zoning Hearing Board Application for Anthony Horst for a variance from Section 831, 832 and 834 of the Tulpehocken Township Zoning Ordinance of 2013, as amended, to allow a home occupation, a machine shop. Mr. Horst would like to convert an existing 2,400 square foot farm shop in to a machine shop to have is business there at his home. This would be located at 22 Summer Mountain Road, Tulpehocken Township, and said property being situated within the EAP – Effective Agricultural Preservation. This is a 60 acre property. The Township Solicitor stated that the category use that that applicant is applying for doesn't make a distinction of family and non-family it states five full time employees. That will need to be explained to the Zoning Hearing Board. The applicant's current machine shop, Meadow Valley Machin LLC is located at 224 Meadow Valley Road in Ephrata. The Planning Commission questioned what kind of machine shop the applicant is proposing. The applicant does not give any description. The Planning Commission could comment that the Zoning Hearing Board makes sure that there is a clear record established about the scale and nature of the proposed business. And to also take into consideration the flow of traffic that could occur with the business. There are surrounding neighbors that could be effected by this business.

Scott Hetrick made a motion to make a recommendation to the Zoning Hearing Board to be should to have a clear record on the scale and nature of the proposed business. The projected traffic generated from this proposed business should also be noted. The Township needs to be sure to enforce the Zoning Hearing decision and be sure that any future changes are within the scope of the decision. John Zimmerman seconded the motion. All in favor, motion carried.

The Board agreed that they had no comments.

Solicitor Legal Discussions

Anthony Horst Zoning Hearing (Tuesday, May 15th) – Does the Board wish from representation to be present for the hearing?

The Board agreed not to have the Solicitor attend.

Motion to authorize the Solicitor to draft an Intermunicipal Agreement and Ordinance for the management of the funds for the DCNR Recreation Planning Project between Bethel, Marion and Tulpehocken Townships

Solicitor Hartman updated the Board as to why the agreement and ordinance are needed.

Supervisor Feick made a motion to authorize the Solicitor to draft an Intermunicipal Agreement and Ordinance for the management of the funds for the DCNR Recreation Planning Project between Bethel, Marion and Tulpehocken Townships. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Motion to adopt Resolution 2018-5; Establishing an escrow for annexation plans

*Chairman Deck made a motion to adopt **Resolution 2018-5**; Establishing an escrow for annexation plans. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

The Board discussed sending correspondence if the Township has not received proof of recording after ninety (90) days.

Vice Chairman Kramer made a motion to establishing a policy to send correspondence at ninety (90) days if proof of recording is not received. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Escrow Release

None.

**Correspondence from Zoning Officer
*April update***

The Zoning Officer addressed the Levan property (200 Deck Road); vehicles. Property owner is working to get antique titles for the vehicles. The DJ hearing was rescheduled for July 17, 2018.

The Board met in an Executive Session to discuss potential litigation.

Land Development

Urie Stoltzfus (1539 Hilltop Road) – Motion to authorize Board to sign the plans. The majority of this property is located in Jackson Township. The Board made a motion to waive the Township’s review of the subdivision at their February 14, 2018 meeting.

Vice Chairman Kramer made a motion to authorize the Board to sign the plans for Urie Stoltzfus (1539 Hilltop Road). The motion was seconded by Supervisor Feick and passed unanimously (3-0).

STAFF REPORTS

Police Report – Chief Kerschner read the April, 2018 Police report as follows:

ACTIVITY	TULPEHOCKEN TWP	MARION TWP
MILES PATROLLED	3335	671
GALLONS OF FUEL	269	0
HOURS WORKED	490	60
PATROL HOURS	354.75	45
TULPEHOCKEN AREA SCHOOL DIST. HOURS	28	0
TOTAL INCIDENTS	7	3
TOTAL COMPLAINTS	9	6
MISCELLANEOUS CALLS FOR SERVICE	22	2
FOLLOW-UP INVEST	3	1
TELEPHONE ASSIGNMENTS	14	5

COMM/RESIDENTIAL ALARMS	2	1
EMS/FIRE ADVISORIES	17	5
TRAFFIC STOPS	26	4
CITATIONS ISSUED	27	6
NON-TRAFFIC CITATIONS	0	0
TRAFFIC WARNINGS	1	0
WARRANTS	1	0
PARKING TICKETS	2	0
TRAFFIC ACCIDENTS	3	3
DUI ARRESTS	0	1
MISDEMEANOR/FELONY	4	1
SECURITY CHECKS	72	36
POLICE ASSISTS	12	0
MOTORISTS ASSISTS	3	2
COURT APPEARANCES	2	0
SCHOOL HOURS	0	0

Chief Kerschner reported that during the month of April there were 150 calls received through Berks County 911 for police. He also advised that National Night Out will be held in Mt. Aetna this year on Tuesday, August 7th from 5 – 8 P.M.

Road Master's Report – Supervisor Feick read the April, 2018 report. The work consisted of sewer maintenance, meter reading, work in shop, snow event, road maintenance, traffic control for down pole and wires, equipment repairs/maintenance, attend flagger training, pickup cones/signs, paperwork, met with Ludgate Engineering re: building, driveway and road issues, telephone calls, sign repairs/maintenance, remove spreader off of truck, repair gutter on Little Swatara Church Road, work on storm box in Rehrersburg, went for cold patch, attend BCPW meeting, clean up guiderail post on Midway Road, sewer disconnect in Mt. Aetna, patch pot holes, attend Convention, sewer inspection, take off plow equipment, met with oil salesman, went for flags, work on Host Church Road project and work on road project.

Supervisor Feick requested the Board to make a motion to advertise for the 2018 Road Projects; which include repairs/maintenance to Host Church Road, Parkside Inn Road, Airport Road and Cherry Hill Road. He will meet with the PennDot representative, Charlie Paris to have the projects written up. The projects will be written up as separate projects. He will also have Mr. Paris write up the paperwork for the Midway Road Bridge Project.

Vice Chairman Kramer made a motion to advertise the 2018 Road Projects; which include Host Church Road, Parkside Inn Road, Airport Road and Cherry Hill Road. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Supervisor Feick advised that John Deere will be out to service the new tractor and that the street sweeping should take place in the next two (2) weeks.

Supervisor Feick advised Solicitor Hartman that two (2) easements will be needed for the Four Point Road project – ACR Metal and Michelle Giorgio. Solicitor Harman reported that he would discuss the easements with the Township Engineer.

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 noted that he is still waiting to receive prices for new pumps and that he has no update with regards to Mt. Meadows.

UNFINISHED BUSINESS

Scenarios with regards to the waiver of land development. At the April Planning Commission meeting is was recommended that the Board amend the Comprehensive Fee Schedule for review of land development and subdivision to add an application fee of approximately \$500 - \$600 for waiver of land development.

Solicitor Hartman advised on what items the Township would be waiving and that the applicant would still be responsible to comply with other items such as the stormwater ordinance and erosion and settlement control, they would also have to apply for a HOP with PennDOT.

Supervisor Feick made a motion to amend the Comprehensive Fee Schedule to include a fee of \$300 for the waiver of land development. The fee would be a flat fee with no refunds and any additional costs would be billed. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Update on various renovation projects at the Township building

The Supervisors reviewed the proposed plans and agreed to proceed with getting quotes; Supervisor Feick will reach out to the contractors.

Weidner Bridge/Salem Road Update – Motion to contact landowners requesting permission to allow signage on their property

The Board reviewed the report/recommendations from Ludgate Engineering.

Vice Chairman Kramer made a motion to authorize the Township Secretary to contact the landowners requesting permission to allow signage on their property. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Recreation Planning Study Committee – Dolores Hill has agreed to sit on the committee. Troy Lape (Recreation Board) has agreed to sit on the committee. Ray Daub (Planning Commission) has agreed to sit on the committee with Scott Hetrick (Planning Commission) as an alternate. – Need a motion to appoint

Supervisor Feick made a motion to appoint Dolores Hill, Troy Lape, Gary Deck and Ray Daub (with Scott Hetrick as an alternate) to the Recreation Planning Study Committee. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

It was noted that the Board is still looking for one (1) more representative.

Need a motion to ratify the readdressing of the following properties

- *PIN #86442100244779 as 5190 Four Point Road*
- *PIN #86442100247554 as 5191 Four Point Road*
- *PIN #86442100247667 as 5197 Four Point Road*
- *PIN #86442100247871 as 5203 Four Point Road*
- *PIN #86442100340677 as 5205 Four Point Road*
- *PIN #86442100341956 as 5207 Four Point Road*
- *PIN #86442100351024 as 5209 Four Point Road*
- *PIN #86442100258100 as 5217 Four Point Road*
- *PIN #86442100258206 as 5221 Four Point Road*
- *PIN #86442100257457 as 5235 Four Point Road*
- *PIN #86442100265075 as 5252 Four Point Road*
- *PIN #86442100268043 as 5253 Four Point Road*
- *PIN #86442100265206 as 5262 Four Point Road*
- *PIN #86442100264432 as 5272 Four Point Road*
- *PIN #86442100268551 as 5275 Four Point Road*
- *PIN #86442100255479 as 22 Strausstown Road*

Vice Chairman Kramer made a motion to ratify the readdressing of the following properties.

- *PIN #86442100244779 as 5190 Four Point Road*
- *PIN #86442100247554 as 5191 Four Point Road*
- *PIN #86442100247667 as 5197 Four Point Road*
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- *PIN #86442100268551 as 5275 Four Point Road*
- *PIN #86442100255479 as 22 Strausstown Road*

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

The Board discussed reflective address signs being available for purchase at the local fire companies.

NEW BUSINESS

None.

CORRESPONDENCE

None.

OTHER BUSINESS

When approving the 2018 Budget the Board agreed to transfer 10% of the 2017 carry over to the Building Fund, the amount proposed was \$9,786. Does the Board wish to transfer the funds now? If so, how much?

Vice Chairman Kramer made a motion to transfer \$9,786 from the General Fund to the Building Fund. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

During the 2018 Budget discussions it was mentioned to transfer funds from the Township's General Fund Checking Account into the General Fund Savings Account. Does the Board wish to do this? If so, how much should be transferred?

Chairman Deck made a motion to transfer \$50,000 from the General Fund Checking Account to the General Fund Savings Account. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Township Auditors' meeting on May 14th to discussed Mr. Feick's request to be reimbursed for his medical expenses now that he is no longer on the Township's insurance

Chairman Deck reported that at the April meeting the Board authorized approval to reimburse Supervisor Feick for his supplemental insurance plan in the amount of \$135.50 per month; which is allowed per the Second Class Township Code. The Township Auditors are meeting to review Supervisor Feick's request to be reimbursed for his monthly Medicare and Prescription Plan premiums; the Boards only request would be for them to consider reimbursing as a bonus verses an hourly increase, if they approve the request.

Review Commercial Insurance Policy from Zinn Insurance – current policy expired May 1st – Total Estimated Annual Premium is \$54,757, an increase of \$3750. With regards to budgeting would the Board like the premiums broken down by departments?

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).

Mrs. Flaherty advised on how the premiums are being broken down with regards to budgeting and requested a motion to break them down by department if the Board approves.

Chairman Deck made a motion to have the premiums broken down by departments for budgeting. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Mr. Sattazahn updated the Board with regards to the meeting he attended at the Bethel Library regarding the Spotted Lantern Fly; advised on quarantines and ways to eradicate. The Board discussed what the Township's options are with regards to battling the problem and thanked Mr. Sattazahn for sharing the information.

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS

Account Balances for the end of April, 2018 were as follows:

General Account	\$ 49,891.08
First Citizens General Holding Account	\$ 99,770.45

General Plus Account	\$201,790.15
State Aid Account	\$ 103.20
State Plus Account	\$307,161.22
Street Light Account	\$ 9,254.87

Payments of Bills for this May 9, 2018 meeting are:

- General Account combined with the payroll account – Checks #18273 to #18313 in the amount of \$31,086.52
- Street Light Account – Check #374 in the amount of \$1,311.90
- 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 – \$32,398.42

Supervisor Feick made a motion to approve the payments of the bills for this May 9, 2018 meeting. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Sewer Accounts balances for the end of April, 2018 were as follows:

- Sewer Operation Account – \$645.70
- Balance in the Sewer Holding Account - \$141,253.04
- Debt Service Account - \$409,459.27

Payments of Bills in the Sewer Operation Account for this May 9, 2018 meeting are:
Check #2128 to #2140 in the amount of \$15,816.73

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).

ADJOURNMENT OF MEETING

Supervisor Feick made a motion to adjourn the meeting at 8:35 P.M. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Respectfully Submitted,
Christy Flaherty
Secretary, Tulpehocken Township