

**Tulpehocken Township  
Board of Supervisors  
Meeting of September 21, 2020 Preliminary Budget Meeting and Other Business**

Chairman Deck called this special meeting to order at 6:06 P.M. in the Municipal Building for the purposed of discussing the Preliminary 2021 Budget and any other business. Those attending were Gary A. Deck, Richard Kramer, Lester Feick, Christy Flaherty, Heather Claman and Kris Kerschner.

No audience was present.

The meeting continued with the pledge to the American Flag.

**UNFINISHED BUSINESS**

***2020 Berks County Convention – this was discussed at the September 9<sup>th</sup> meeting; the Board needs to advise if they plan to attend***

The Board discussed the Convention. Supervisor Feick advised that he would attend.

***Discuss quotes for outsourcing payroll***

Mrs. Flaherty presented quotes from ADP and Sonrise PayMaster\$ to the Board; noting that the quotes are based on 20 employees, which is the total number of W-2 produced in a year. She also discussed the quote received from MicroAide to upgrade to Sage 50. She advised that she had reached out to Larry Rabold, but hasn't heard anything. She explained that if payroll is outsourced, the Township can continue using the current accounting system without having the expense of the yearly payroll updates; MicroAide would still be the consultant if there are issues with DacEasy. She advised that a decision would need to made before the end of the year, otherwise the Township would not be able to get the yearly tax updates.

The quotes were as follows:

- ADP approximately \$4,106.95 per year
- Sonrise PayMaster\$ approximately \$1,668 per year

*Supervisor Feick made a motion to outsource payroll to Sonrise PayMaster\$ for an approximate cost of \$1,668 per year. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

**NEW BUSINESS**

***Review/adopt Police SOP with regards to Body Worn Cameras***

Chief Kerschner updated the Board with regards to the Body Worn Cameras' SOP and the training period.

*Supervisor Feick made a motion to adopt the Police SOP with regards to Body Worn Cameras as presented. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

Chief Kerschner advised that he will be attending an upcoming Tulpehocken Area School District Board meeting to update the Board with regards to the notice increasing the rate charged for Police services in 2021 by 4%.

### ***Review 2021 Preliminary Budgets***

***Sewer Funds*** – The line item breakdown for each account was reviewed and discussed by the Board. They also discussed the future growth of the system. According to the proposed budget reviewed tonight the total expected revenues for 2021 is \$396,119. Expected expenses amounted to \$396,062, including the loan payments.

***Township Funds*** – The line item breakdown for each account was reviewed and discussed by the Board. Mrs. Flaherty reported that the budget being reviewed tonight does not have a dollar amount showing what would be transferred into the Building Fund or Recreation Fund. The Board agreed to transfer 5% of the carry over to the Building Fund less the money for the Spur Road Project and \$5,000 to the Recreation Fund. Mrs. Flaherty reported that the amount budgeted to be transferred into the Emergency Services Fund is the amount that the Township was paying towards the County radios for the Fire Department. Vice Chairman Kramer expressed concern with regards to the money that was previously budgeted for the Police, Ambulance & EMA radios; he suggested continuing to budget those funds. The Board discussed the funds received from traffic citations. Mrs. Flaherty advised that the proposed budget has a 3% increase to pay rates. The Board discussed the grant money received from the Berks County Conservation District for the Spur Road Project; Mrs. Flaherty advised that money is shown under Public Safety Road Projects, but that she would make a special note on the budget showing the amount received.

### ***Tapping Fee Rate Increase – Current tap-in fee is \$3,811.20. The fee was last raised in January, 2019***

The Board discussed increasing the tapping fee in 2021. Mrs. Claman stated that the fee is normally increased every two (2) years.

*Vice Chairman Kramer made a motion to increase the tapping fee in 2021, the new fee will be \$4,147.57. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

### **CORRESPONDENCE**

***Animal Rescue League of Berks County – ARL is now offering four (4) options to contract their services for animal control. Does the Board wish to enter into a contract with ARL?***

The Board reviewed the options being offered by ARL and discussed how the Township has been handling since not contracting with ARL.

*Chairman Deck made a motion not to contract with ARL. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

**OTHER BUSINESS**

***Does the Board wish to transfer the funds budgeted in 2020 for the Emergency Services Fund - \$11,264?***

*Supervisor Feick made a motion to transfer \$11,264 from the General Fund to the Emergency Services Fund. The motion was seconded by Chairman Deck and passed unanimously (3-0).*

***Discuss the office being open for a half day or closed on Thursday, December 24<sup>th</sup> and Thursday, December 31<sup>st</sup>***

*Vice Chairman Kramer made a motion for the office to be closed on Thursday, December 24, 2020 and Thursday, December 31, 2020. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

**ADJOURNMENT OF MEETING**

*Vice Chairman Kramer made a motion to adjourn the meeting at 7:41 P.M. The motion was seconded by Supervisor Feick and passed unanimously (3-0).*

Respectfully Submitted,

*Christy Flaherty*

Secretary, Tulpehocken Township