

**Tulpehocken Township
Board of Supervisors
Meeting of February 10, 2021**

The Tulpehocken Township Board of Supervisors met on February 10, 2021 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 and Christy Flaherty, Township Secretary/Treasurer.

Members of the audience included: Lori Deck, Harold Zimmerman, Jeffrey Zimmerman, Dennis Royer and John & Valerie 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

Mr. Harold Zimmerman and Mr. Royer commented on the great job done by the Public Works Department with regards to keeping the roadways open during the last storm.

EXECUTIVE SESSION

The Board meet for an Executive Session on Thursday, January 7, 2021 to discuss personnel matters

Chairman Deck announced that the Board hired Harry Reinhold as a full-time employee; start date was January 18, 2021.

APPROVAL OF MINUTES

Vice Chairman Kramer made a motion to approve the minutes from the January 4, 2021 Reorganization meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Supervisor Feick made a motion to approve the minutes from the January 4, 2021 Board of Supervisors meeting. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

ADMINISTRATIVE ACTIONS

Planning Commission

Sketch Plan for Solitude Farm: This plan could go from sketch plan to final plan within one year. All of the sketch plan comments have been addressed. DeVon Henne stated that they did receive the planning module exemption from DEP. Number three (3) in the Township Engineer review

letter dated January 5, 2021 can be eliminated. Comments in the review letter are there for guidance. Road improvements maybe done prior to final plan. As long as they would be under 5,000 square feet of disturbance; it can be done. If it would go over that amount, an E & S permit would be needed through the Berks County Conservation District. The Township would like the junk trees removed and the bank excavated along the road for easier mowing by the Township. The residue lot is 101 acres and is not in clean and green. The residue lot and the three (3) individual lots is what is being looked at. If the applicant would want to add an additional lot, they would have to start over again with the planning process.

John Zimmerman made a motion to recommend to the Board of Supervisors to grant sketch plan approval with the conditions that a final plan will be submitted within one (1) year or ask for extensions. Seconded by Robert Sattazahn and approved unanimously.

DeVon Henne would like to have a letter sent to him to document the Board of Supervisors approval.

Vice Chairman Kramer made a motion to grant sketch plan approval with the conditions that a final plan be submitted within one (1) year or ask for extensions. The motion was by Supervisor Feick and passed unanimously (3-0).

Recreation Plan/Fees:

John Zimmerman made a motion to recommend to the Board of Supervisors to formally adopt a recreation plan and to take the necessary provisions to have the plan be created within the next 3 months and could be the basis for amending the SALDO to require fees in lieu for future subdivisions and land developments, seconded by Scott Hetrick and approved unanimously. If the Board of Supervisors agree to adopt a recreation plan, the Township Engineer will create a recreation plan for the Rehrersburg Lions Club lot, the lot the Township owns along Lions Park Drive, the Mt. Aetna playground lot, the Tulpehocken Administrative Building lot, and an eight (8) acre lot that is central and accessible between Mt. Aetna and Rehrersburg and drop off at the Township for the Recreation Board and Township to review.

****NOTE--The Township needs a recreation plan to allow the Township to either have land or fee in lieu of land provided for recreation from developers or new lots that go through the subdivision process.*

Gary Deck made a recommendation that we have a workshop for the Board of Supervisors, Planning Commission, Recreation Board, the Township Solicitor and the Township Engineer to meet and discuss the calculation for a recreation impact fee.

John Zimmerman made a motion to recommend to the Board of Supervisors to refer to the Recreation Board letter dated February 3, 2021 to enact an ordinance to collect a recreation impact fee for future development. Seconded by Scott Hetrick, and approved unanimously.

****NOTE-Gary Deck will mention to the other Supervisors to set up a workshop to discuss creating a calculation for the recreation impact fee. The Board of Supervisors, Planning Commission, Recreation Board, the Township Solicitor and the Township Engineer are to attend.*

Mr. John Zimmerman commented on the creation of the Recreation Board; noting that nothing has really moved forward since the creation. He updated the Board on discussions that the Recreation

Board and Planning Commission have had.

Chairman Deck noted that the Township needs to have a Recreation Plan in place to qualify for grants.

The Board discussed the amount of land needed to qualify for grants.

Mr. John Zimmerman noted three (3) key points as follows:

- What the Township has already spent on a recreation evaluation – determine current recreation and what is needed for the future
- Use the information in the report provided by YSM
- Where to get funding – need a Recreation Plan and a calculation to collect fees

The Board discussed suggested recreation uses; noting that the consensus seems that residents would like to see a walking trail installed.

Mr. Jeffrey Zimmerman noted that a fee in lieu calculation is in the report provided by YSM.

The Board discussed alternative ways to generate revenue for recreation.

The Board discussed the Mt. Meadows development; noting that the developer would not have to install recreation facilities and pay an impact fee; it would be one or the other.

The Board advised they will have further discussions at a workshop and discussed possible dates being February 23rd, February 24th or February 25th at 7 P.M; it was noted to check what day works best for the Township Engineer and Solicitor.

Vice Chairman Kramer made a motion to hold/advertise a workshop with the Planning Commission, Recreation Board, Township Engineer and Township Solicitor on either February 23rd, 24th or 25th at 7 P.M. contingent on a day that works best for the Engineer and Solicitor. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Recreation Board

Chairman Klopp made a motion to recommend that the Planning Commission review a “Fee in Lieu” calculation; suggesting to refer to the calculation used by Bethel Township, Berks County and to recommend that the Board of Supervisors enact an ordinance with regards to collecting a Recreation Impact Fee for all future development. The motion was seconded by Mr. John Zimmerman and passed unanimously (3-0).

The Board agreed to discuss the matter at the upcoming workshop.

Chairman Klopp made a motion to recommend that the Board of Supervisors have a discussion with Mr. Hurst to determine the value of the 8.25 acres plus 25% for improvements of two (2) acres for recreational use as specified in the SALDO. The motion was seconded by Vice Chairman Zimmerman and passed unanimously (3-0).

The Board agreed to discuss the matter at the upcoming workshop.

Solicitor Legal Discussions

None.

Escrow Release

Camp Calvary (48 New Schaefferstown Road) – The Township Engineer is recommending a partial release in the amount of \$32,894.87

Supervisor Feick made a motion to authorize the release of \$32,894.87. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Correspondence from Zoning Officer

January – No update received

Land Development

Forry Subdivision – Sewage Planning Module – Motion to authorize completion of Component 2 form and to adopt Resolution 2021-5

Supervisor Feick made a motion to authorize the completion of the Component 2 form and to adopt Resolution 2021-5. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

STAFF REPORTS

Police Report – Officer Hepler read the January, 2021 Police report as follows:

ACTIVITY	TULPEHOCKEN TWP	MARION TWP
MILES PATROLLED	3065	782
GALLONS OF FUEL	266	0
HOURS WORKED	416	60
PATROL HOURS	332	45
TULPEHOCKEN AREA SCHOOL DIST. HOURS	19	0
TOTAL INCIDENTS	2	5
TOTAL COMPLAINTS	4	1
MISCELLANEOUS CALLS FOR SERVICE	37	5
FOLLOW-UP INVEST	2	0
TELEPHONE ASSIGNMENTS	16	4
COMM/RESIDENTIAL ALARMS	0	0
EMS/FIRE ADVISORIES	20	6
TRAFFIC STOPS	13	5
CITATIONS ISSUED	12	3
NON-TRAFFIC CITATIONS	0	0
TRAFFIC WARNINGS	1	0

WARRANTS	2	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	2	1
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	0	1
SECURITY CHECKS	62	54
POLICE ASSISTS	6	0
MOTORISTS ASSISTS	1	0
COURT APPEARANCES	1	0
SCHOOL HOURS	0	0

Officer Hepler reported that during the month of January there were 101 calls received through Berks County 911.

The Board discussed the body cameras.

Road Master's Report – Supervisor Feick read the January, 2021 report. The work consisted of snow events, work in shop, wash equipment, telephone calls, meter reading, remove cones & signs from Rt. 419, equipment repairs/maintenance, met w/Twp Engineer, review three (3) jobs, cut tree up, remove tree branches from roadway, stock pile antiskid, sign repairs/maintenance, stock pile salt, sewer maintenance/repairs, paperwork, pick up parts/supplies, clean out pump stations, tree trimming, went to Brown Signs, take Police vehicle to 911 Rapid Response, building maintenance, went to Moyer's, salt roadways, cutting brush/trees at Township building, met w/South Manheim Township to look at loader, unload box culver on Spur Road, check holes on Greble Road, check on parts, road patching, went to Lower Heidelberg Township to look at drag box, went to Jackson Township for lights, checks roadways and check tool boxes.

Supervisor Feick reported that he has ordered seven (7) loads of salt; Township has met the State minimum.

The Board discussed recent equipment repairs/maintenance due to plowing.

Mr. John Zimmerman inquired with regards to the Greble Road culvert replacement. Supervisor Feick stated that the Township is waiting for a permit from DEP.

Supervisor Feick reported that Tim Crouse has advised that he will be removing the trees and cutting the bank back along Greble Road.

Supervisor Feick advised that he is working to have spare tires for all trucks; noting that he may need to purchase one (1) rim.

The Board discussed other tools needed to be purchased with regards to changing tires; it was agreed to purchase the tools needed.

Request to purchase a new tool box

Supervisor Feick advised that he has been pricing large tool boxes and has found one for approximately \$1,000. The Board discussed the request. Chairman Deck suggested looking at

Harbor Freight; noting to purchase whichever is better quality.

Supervisor Feick made a motion to authorize the purchase of a large tool box for a cost of approximately \$1,000. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Request to repairs truck radios

Supervisor Feick updated the Board with regards to some of the truck/equipment radios not working properly. The Board agreed to have the radios repaired.

Ira & Louise Mast (173 Greble Road, Parcel #86349000710494) – Received a complaint from neighboring property with regards to the hedges and snow plowing. Requesting authorization to send correspondence to the property owners advising that the hedges located in the Township’s right of way need to be removed. Give the property owner the option to remove the hedges in thirty (30) days or the Township will remove them and invoice the property owner.

Mrs. Flaherty updated the Board with regards to the complaint received and advised that correspondence was sent to the property owner back in 2019 to trim the hedges. The hedges are causing drivers to move into oncoming traffic and interfering with the roadway being plowed.

Vice Chairman Kramer made a motion authorizing the Township Secretary to send correspondence to Mr. & Mrs. Mast with regards to the removal of the hedges due to the dangerous condition and impairing the maintenance of the roadway. The motion was seconded by Supervisor Feick 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 while cleaning out the pump stations a significant amount of grease was found at the Godfrey Street Pump Station; the Board agreed that the Sewer Secretary should send a letter to the pizza shop with regards to the grease traps.

501 Bar & Grill (7646 Lancaster Avenue) – Request to permanently waive the sewer user fees for the apartment

The Board discussed the request and agreed to table the matter until Supervisor Feick has the opportunity to complete an inspection.

The Board discussed the lot in Rehrersburg owned by Robert Kessler with regards to sewer payments. Chairman Deck suggested Supervisor Feick conduct an inspection to confirm that the sewer is capped.

Discuss recommendation from Select Environmental Solutions, Inc. with regards to switching chemical provides; he is recommending George S. Coyne Chemical Co.

Supervisor Feick updated the Board. The Board agreed to table the matter until Supervisor Feick can discuss the recommendation with Mike Kreiser.

Discuss USDA loan refinancing/automatic payments – Does the Board wish for the Sewer Secretary to research refinancing the loan? Would the Board authorize electronic payments of the loan?

Vice Chairman Kramer made a motion to authorize the Sewer Secretary to research refinancing the USDA loan. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Supervisor Feick made a motion to authorize electronic payments of the USDA loan. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

UNFINISHED BUSINESS

None.

NEW BUSINESS

*Motion to adopt **Resolution 2021-4; Comprehensive Fee Schedule***

*Supervisor Feick made a motion to adopt **Resolution 2021-4**. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).*

State Salt Contract for 2021-2022 – Contract is due March 15, 2021 – must purchase at least 60% and cannot go more than 140% of bid

Supervisor Feick made a motion to purchase 400 ton of salt under the 2021/2022 State Salt Contract. The motion was seconded by Vice Chairman Kramer and passed unanimously (3-0).

Altalaha Church (3 Godfrey Street, Parcel #86441116746389) – The church is having financial trouble and would like to subdivide the parcel into three (3) parcels. They would like to donate the fire dam to the Township and are requesting the Township’s help.

Supervisor Feick updated the Board with regards to a conversation with Richard Schrack regarding the Church’s current situation. The Church is considering subdividing the parcel into three (3) parcels – the church/cemetery, the house and the fire dam. The Church would like to donate the fire dam to the Fire Company; however, Supervisor Feick feels the fire dam should be donated to the Township. The Church would like help paying the fees associated with the subdivision. The Board agreed to research what the Township’s Attorney and Engineer would charge prior to making any decisions. A suggestion was made to waive any fees charged by the Township. The Board agreed they would be interested in taking ownership of the fire dam, but need to determine how much they can help financially.

Chairman Deck commented with regards to the possibility of using the Church property for recreation space.

Mr. John Zimmerman commented with regards to the Church's request and inquired as to how the situation will affect the Church's historic value and who will maintain the church/cemetery property going forward.

CORRESPONDENCE

None.

OTHER BUSINESS

Set meeting date for workshop to discuss the calculation for a Recreation Impact Fee

The matter was discussed under Administrative Action.

Motion to ratify hiring Harry Reinhold as a full-time employee effective start date was January 18, 2021 – Benefits? (Medical, Vacation, Holidays, Sick Time, Comp Time)

The Board discussed what benefits would be offered.

Chairman Deck made a motion to ratify the hiring of Harry Reinhold as a full-time employee effective January 18, 2021 with the following conditions:

- *No medical benefits*
- *Eighty (80) hours of vacation pay*
- *Sick pay would follow the employee handbook*
- *Nine (9) days of holiday pay at eight (8) hours per day*
- *Comp time would equal time and a half; needs to be used by the end of each calendar year or would be paid out*

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

Does the Board wish to transfer the funds budgeted in 2021 for the Building Maintenance Fund - \$4,088?

Supervisor Feick made a motion to authorize the transfer of \$4,088 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 transfer the funds budgeted in 2021 for the Recreation Fund - \$5,000?

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

Does the Board wish to transfer the funds budgeted in 2021 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 2021 for the Emergency Service Fund - \$11,264?

Vice Chairman Kramer made a motion to authorize the transfer of \$11,264 from the General Fund to the Emergency Service Fund. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Mrs. Deck inquired with regards to the LST Tax the Board adopted for collection in 2020. Mrs. Flaherty advised that 25% of the revenue received from the tax needs to go towards emergency services; in 2020 the Township received \$29,059.

VALIC Proxy Statement – Motion to authorize Chairman to sign

Vice Chairman Kramer made a motion to authorize Chairman Deck to sign the VALIC proxy statement. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS

Account Balances for the end of January, 2021 were as follows:

General Account	\$ 88,175.33
First Citizens General Holding Account	\$ 37,051.19
General Plus Account	\$310,772.67
State Aid Account	\$ 211.90
State Plus Account	\$ 41,130.15
Street Light Account	\$ 16,704.50
Recreation Planning Escrow Account	\$ 9,231.87
Payroll Account	\$ 60.04

Payments of Bills for this February 10, 2021 meeting are:

- General Account combined with the payroll account – Checks #20352 to #20393 in the amount of \$59,042.26
- Street Light Account – Check #456 in the amount of \$2,430.54
- 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 – \$61,472.80

Vice Chairman Kramer motion to approve the payments of the bills for this February 10, 2021 meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Sewer Accounts balances for the end of January, 2021 were as follows:

Sewer Operation Account – \$955.05
Balance in the Sewer Holding Account - \$216,667.35
Debt Service Account - \$427,714.47

Payments of Bills in the Sewer Operation Account for this February 10, 2021 meeting are:
Check #2608 to #2627 in the amount of \$22,561.72

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

Vice Chairman Kramer made a motion to adjourn the meeting at 9:20 P.M. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Respectfully Submitted,

Christy Flaherty

Secretary, Tulpehocken Township