

**Tulpehocken Township
Board of Supervisors' Meeting
July 14, 2014**

The Tulpehocken Township Board of Supervisors met on July 14, 2014 in the Township meeting room at 7 P.M. In attendance and voting were Supervisors: Chairman Gary Deck, Vice Chairman Richard Kramer and Supervisor Lester Feick. Also present were Kris Kerschner, Police Chief; Christy Flaherty, Township Assistant Secretary/Treasurer and Michelle Mayfield, Township Solicitor.

Members of the audience included: Lori Deck, Harry Reinhold, Jake Derr and Glenn Auker.

CALL TO ORDER

Chairman Gary Deck called the meeting to order at 7:00 P.M.

The meeting continued with the pledge to the American Flag.

ADMINISTRATIVE ACTIONS

Supervisor Deck introduced Christy Flaherty as the Assistant Secretary/Treasurer.

Supervisor Kramer made a motion to appoint Christy Flaherty as the Assistant Secretary/Treasurer effective June 16, 2014. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Supervisor Feick made a motion for the Assistant Secretary/Treasurer's hourly pay rate to be \$14.00. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Ms. Mayfield suggested that the Board make a motion to extend Kathy Boltz, the current Secretary/Treasurer's resignation date to coincide with the end of Christy Flaherty's probation period.

Supervisor Kramer made a motion to recognize that Kathy Boltz would continue to hold the title of Secretary/Treasurer until September 16, 2014. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

PUBLIC COMMENTS

Mr. Derr commented with regards to a sagging pipe on Market Street near Apple Street. Supervisor Feick advised that the Township would look into his concern.

Supervisor Deck inquired on Lloyd Schneck's comment from the June meeting with regards to the trees located on the Church's property at the intersection of Airport Road and Rehrersburg Road and that it is hard to see. Supervisor Feick reported that the problem has been addressed.

Supervisor Deck reported that he hadn't had a chance to talk with Mr. Shirk about removing the stakes from his property located along Teen Challenge Road, but that it seems that the majority of the stakes have been removed.

Mr. Aufer updated the Supervisors with regards to his interest to purchase the property located at 82 Deck Road and having a home based business. He reported on discussions that he has had with the Township Zoning Officer regarding the property's zoning. Mrs. Flaherty reported that Mrs. Boltz did speak with the Zoning Officer regarding this matter and that the Zoning Office advised her that she has received several telephone calls in the past few weeks inquiring about home based businesses. Ms. Mayfield suggested that the Township may want to consider reviewing the Zoning Ordinance with regards to home occupations. Mr. Aufer reported that there would be no other employees besides himself and his children. Ms. Mayfield advised that she would discuss the matter further with the Zoning Officer. She reported that there may be four options:

- 1.) Rural enterprise – a special exception would be needed
- 2.) Variance – would require a hardship
- 3.) The Supervisors could amend the Zoning Ordinance to define home occupation to allow this type of use
- 4.) Non-conforming use

She suggested Mr. Aufer appear before the Zoning Hearing Board. Mr. Aufer reported that he is looking to purchase the property, but first wants to verify if the use would be allowed. He thanked the Supervisors for their time.

APPROVAL OF MINUTES

Supervisor Feick made a motion to approve the minutes from the June 9, 2014 Board of Supervisors meeting. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

ADMINISTRATIVE ACTIONS (CONTINUED)

Planning Commission Recommendations to the Board

Martin Farm Annexation – The Planning Commission recommended accepting the 90 day time extension offer. Ms. Mayfield reported that the applicant would be presenting the final plan to the Planning Commission in August for final approval.

Supervisor Kramer made a motion to accept the time extension. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Shoestring Industries Subdivision – The Planning Commission recommended that the Board of Supervisors grant conditional plan approval based on the conditions listed below:

- The conditions of the Township Engineer's review letter dated July 1, 2014
- Lamp posts notation on the plan
- Maintenance and Storm water Agreements

The Supervisors discussed the Planning Commission's recommendations. Supervisor Deck expressed concerns with regards to light pollution and mandating the lampposts. Ms. Mayfield advised that the lampposts are not required and would need approval by the

developer and that the developer has already agreed to install the lampposts. Mr. Reinhold suggested that the lampposts would make it easier for emergency services. Mr. Derr reported that he would have preferred to see sewer connections. Supervisor Deck agreed with Mr. Derr regarding the sewer connection and advised that the Township could not mandate the hookup. The Supervisors discussed Act 537 and what would have been required to connect the subdivision to the sewer system.

Supervisor Feick made a motion to grant conditional plan approval based on the recommendations from the Planning Commission as follows:

- *The conditions of the Township Engineer’s review letter dated July 1, 2014*
- *Lampposts notation on the plan*
- *Maintenance and Storm water Agreements*

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

Solicitor Legal Discussions

None

STAFF REPORTS

Police Report – Chief Kerschner read the June 2014 Police report as follows:

Activity	Tulpehocken Twp.	Marion Twp.
Miles Patrolled	3427	985
Gallons of Fuel	315	0
Hours of Work	466.5	60
Total Incidents	2	2
Complaints	14	4
Follow-up Investigations	1	0
Telephone Assignments	19	7
Comm/Residential to Alarms	2	3
EMS/Fire Advisory	15	2
Traffic Stops	33	3
Citations Issued	44	6
Non-traffic Citations	0	0
Traffic Warnings	0	0
Warrants	3	0
Parking Tickets	0	0
Traffic Accidents	1	3
DUI Arrests	1	0
Misdemeanor/Felony	1	1
Security Checks	59	24
Police Assists	14	0
Motorists Assists	4	1

Court Appearances	4	0
School Hours	0	0

Chief Kerschner inquired if there could be an executive session to discuss personnel and the Standard Operating Procedure booklet. Ms. Mayfield reported that the Supervisors could have an executive session at the end of the meeting.

Chief Kerschner reported that there would be an in-house radio training class scheduled for July 27, 2014 and that it takes about two hours.

Chief Kerschner provided the Supervisors with a quote from RMI for \$280.00 to switch the radio from the old cruiser to the new one. He reported that the computer mount and installation for the new cruiser will cost approximately \$1444.00.

Supervisor Kramer made a motion to authorize the expenses for installing the radio and computer mount in the new cruiser to be done by RMI for a cost of approximately \$1724.00. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Chief Kerschner commented on the Police Department receiving \$3000.00 from Marion Township to help cover the above expense.

The Supervisors discussed putting the Crown Victorian cruiser out for bid.

Supervisor Kramer made a motion to put the Crown Victorian out for bid. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

The Supervisors discussed using the old docking station in one of the other Police vehicles.

Chief Kerschner reported on the Police computer with regards to Windows XP and security issues. He advised that the Department would wait until next year to purchase a new computer.

Road Master's Report – Supervisor Feick read the June 2014 report. The work consisted of sewer maintenance, equipment maintenance, tree cutting/removal, highway/lawn mowing, weed spraying/landscaping, traffic control, street sweeping, shoulder/gutter work and attending a meeting with PennDOT regarding the bridge located on Rehrersburg Road.

Supervisor Deck inquired with regards to the pipe by the school property. Supervisor Feick reported that the repairs have been made.

Supervisor Feick reported on the mowing tractor having problems which include hydraulic issue and power loss and that the tractor has been serviced.

Supervisor Feick suggested that the Township make a motion to start the road bidding process. The Supervisors discussed blacktop prices. Supervisor Deck suggested that the project end date be October 31, 2014.

Supervisor Kramer made a motion to start the road bidding process with an end date of October 31, 2014. The motion was seconded by Supervisor Deck and passed unanimously (3-0).

Fire Chiefs Report – Lester Feick read the monthly reports for Keystone Fire Company and Rescue Fire Company.

SEWER OPERATIONS

Judgments/Delinquent Accounts

18 East Market Street, Scott and Lorraine Jackson

The Jackson's have submitted a written judgment payment plan request. The proposed payment plan will be \$500.00/month on the current delinquent, plus the current quarterly billing. The Supervisors discussed the request. Ms. Mayfield updated the Supervisors and suggested that a condition be added that the judgment would be transferred to the Court of Common Pleas. She will work with the Township Sewer Secretary to prepare the payment letter.

Supervisor Deck made a motion to accept the payment plan from the Jackson's with the condition that the judgment be transferred to the Court of Common Pleas. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

15 West Market Street, Christina Kennelly

The Kennelly's have submitted a written request to have their sewer fees waived. The Supervisors discussed the request. Ms. Mayfield recommended that if the Township agrees with the payment plan that the Township gets their money back from the Sheriff and that a condition be that once the property is sold the Township get payment in full. The Supervisor's discussed waiving any new fees since the property owner is in arrears. Ms. Mayfield advised that it would be at the Board of Supervisors discretion to waive any fees, but suggested documenting the fee waiver in the payment plan letter. The Supervisors agreed that the monthly payment would be \$260.00 and that quarterly sewer fees would be waived commencing with the third quarter of 2014 as long as the property remains empty and noted that if any payments are missed the payment plan would become void; it was also agreed that the property should also be winterized.

Supervisor Feick made a motion to accept a monthly payment plan of \$260.00, to waive the quarterly sewer fees commencing with the third quarter of 2014 as long as the property remains empty, if any payments are missed the payment plan will become void and that the property should be inspected for being winterized. The motion was seconded by Mr. Kramer and passed unanimously (3-0)

Garage at 574 Godfrey Street

Supervisor Deck reported that the Zoning Officer sent a violation letter with regards to the cars parked outside and determined that the garage is not an allowed use; she also

recommended that the property owner should be billed the current tapping fee and start quarterly bills with the second quarter of 2014.

Supervisors Deck made a motion to follow the Zoning Officer's recommendations with regards to the tapping fee and quarterly billing. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Waiver Requests

Schneck – 15 Chestnut Street – Request for waiver of sewer user fees

The Supervisors discussed the request received from Jason Neuin regarding 15 Chestnut Street and agreed to grant the request. It was agreed that the Township would need to verify that the sewer capping is done correctly.

Supervisor Kramer made a motion to grant the request for waiving the sewer user fees starting with the third quarter of 2014 with the condition that an inspection is done to verify that the sewer capping is done correctly. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Expressions – 7634 Lancaster Avenue – Requesting relief from sewer charges dating January 1, 2014 thru July 25, 2014

The Supervisors discussed the request received from Dianne Marquette regarding 7634 Lancaster Avenue and agreed to deny the request.

Supervisor Feick made a motion to deny Ms. Marquette's request for relief from sewer charges dating from January 1, 2014 thru July 25, 2014. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Mt. Aetna Village – Sewer Module Agreement

Ms. Mayfield updated the Supervisors with regards to the Sewer Module Agreement.

Supervisor Feick made a motion to approve and authorize signatures for the Mt. Aetna Village Sewer Module Agreement. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

28 Church Street

Ms. Mayfield updated the Supervisors with regards to 28 Church Street and the commencement of real estate sale process. The Supervisors discussed the amount owed to the Township.

UNFINISHED BUSINESS

Supervisor Deck inquired as to the air quality test results from PROAC. Chief Kerschner advised that he has not received the results and that he would contact PROAC.

The Supervisors discussed the Township building with regards to replacing the flooring and ceiling tile. Supervisor Feick reported that he has no updates at this time. Supervisor Deck suggested that the matter remain on the agenda for future discussions.

NEW BUSINESS

Adopt Records Retention Resolution 2014-9

The Supervisors discussed approving the disposition of certain records and adopting the Records Retention Resolution 2014-9.

Supervisor Feick made a motion to adopt Records Retention Resolution 2014-9. The motion was seconded by Supervisor Kramer and passed unanimously.

Community Shredding Event – Saturday, October 18, 2014 – Fee to be split by participating Municipalities

The Supervisors discussed participating in the community shredding event scheduled for Saturday, October 18, 2014.

Supervisor Kramer made a motion to authorize the Township to participate in the community shredding event scheduled for Saturday, October 18, 2014. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

The Supervisors agreed that flyers should be posted outside of the Township building to notify local businesses and residents.

Memorandum of understanding between the Police Department and the School District

The Supervisors discussed the correspondence received from the School District with regards to renewing the Memorandum of Understanding between the Tulpehocken Township Police and Tulpehocken Area School District.

Supervisor Feick made a motion to accept the agreement and authorize the Chairman's signature. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Motion to ratify the authorization of the Chairman's signature on the new police cruiser agreement

Supervisor Kramer made a motion to ratify the authorization of the Chairman's signature on the new police cruiser agreement. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Zoning Hearing Board Application – Harold and Rowena Miller – 51 Deck Road – Zoning Hearing scheduled for Tuesday, July 15, 2014

Ms. Mayfield updated the Supervisors with regards to the Miller's application and the Planning Commission's comments. The Supervisors discussed the application and agreed that they are not against what is being proposed.

Supervisor Feick made a motion to authorize the Township Secretary to send a letter to the Zoning Hearing Board advising that they have no issue with granting the variance. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

CORRESPONDENCE

Fire Police Coverage Request – Bern Township Police Department – Reading Air Fest

Supervisor Feick made a motion to authorize the participation of fire police for the Reading Air Fest, scheduled for July 26 and July 27, 2014. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Supervisors Deck requested the Township Secretary to contact the Bern Township Police Department to have them update their contact information.

Police Contract Bargaining Letter

The Supervisors discussed the letter. Supervisor Deck advised that he will setup a date for further discussion. Ms. Mayfield will research what is required and update the Board. The Supervisors agreed to have an executive discussion at a later date.

OTHER BUSINESS

Lori Deck, Tax Collector – Discussion on qualifications for tax collecting

Mrs. Deck updated the Supervisors with regards to the new requirements for tax collecting and advised that this year she is being grandfather from some of the requirements. Every year going forward she will be required to take six credits. She is requesting the Township to pay for the courses and reported that criminal checks will also be required. The Supervisors discussed if the extra credits could be carried over. Mr. Derr questioned if someone else wanted to run for Tax Collector, would the Township pay for them. Ms. Mayfield suggested that the Board adopt a policy that they would only pay for the elected Tax collector. Mrs. Deck advised the Supervisors on what the County and School District pay for or supply her. She also reported that some Tax Collectors offering their residents the ability to pay their taxes with a credit card.

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS

Account Balances for the end of June 2014 were as follows:

General Account	\$76,672.69
FNB Fredericksburg Holding Account	\$1,667.36
General Plus Account	\$198,745.11

State Aid Account	\$181.34
State Plus Account	\$136,148.49
Street Light Account	\$15,311.44

Supervisor Kramer made a motion to approve the payments of the bills for this July 14, 2014 meeting. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Payments of Bills for this July 14, 2014 meeting are:

- General Account combined with the payroll account- Checks #15271 to #15307 in the amount of \$33,567.48
- Street Light Account – Check #328 in the amount of \$1,007.50
- State Liquid Fuels Account –
- Camp Calvary Land Dev. Escrow – Check #151 in the amount of \$93.00
- Camp Calvary Inspection Escrow –
- Village Estates Improvements Inspection Escrow –
- Stormwater Inspection Escrow –
- Total Expenses for this meeting – \$34,667.98

Sewer Accounts balances for the end of July 14, 2014 are as follows:

- Sewer Operation Account – \$1,016.18
- Balance in the Sewer Holding Account - \$37,411.85
- Debt Service Account - \$403,021.64

Payments of Bills in the Sewer Operation Account for this July 14, 2014 meeting are: Check #1442 to #1455 in the amount of \$19,366.38.

Supervisor Feick made a motion to approve payment of the sewer bills. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Supervisor Deck inquired as to why the balance date is not the last day of the month verses the day of the meeting. Mrs. Flaherty advised that she would ask the Sewer Secretary and update the Board at the August meeting.

ADJOURNMENT OF MEETING

Supervisor Kramer made a motion to adjourn the meeting at 9:25 P.M. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Once the meeting adjourned the Board met in executive session to discuss personnel and the Standard Operating Procedure booklet.

Respectfully Submitted,
Christy Flaherty
 Secretary, Tulpehocken Township