

**Tulpehocken Township
Board of Supervisors' Meeting
September 8, 2014**

The Tulpehocken Township Board of Supervisors met on September 8, 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: Ruth Moyer, Lloyd Schneck, Representatives from Lanita Specialized, Glenn Auker, Michael Wagner (Reading Eagle), Larry Diller and Harold Zimmerman.

CALL TO ORDER

Chairman Gary Deck called the meeting to order at 7:00 P.M. He announced that prior to the regular meeting the Supervisors met in an executive session to discuss personnel matters.

The meeting continued with the pledge to the American Flag.

PUBLIC COMMENTS

Ruth Moyer inquired as to what was being done with regards to Ms. Ziegler's bushes impeding the view at the intersection of Chestnut and Market Streets. She also noted that the property across from Ms. Ziegler also has bushes that are impeding the view. Supervisor Kramer reported that he has trimmed those bushes in the past; it was agreed that the Township would contact the homeowner via telephone. Supervisor Feick advised that he had been trying to contact Ms. Ziegler prior to the Township taking action to trim or remove the bushes, but has been unsuccessful. Ms. Mayfield reported that if there were an accident that the Township could be held responsible. The Supervisors agreed that they would take action in two weeks if they have no response from Ms. Ziegler.

Scott Diller representing Lanita Specialized reported that the company is looking to build a new structure and was requesting input from the Township. Supervisor Deck suggested that Mr. Diller attend the Planning Commission's meeting on October 2, 2014 at 7:30 P.M. to discuss the matter. Ms. Mayfield recommended Mr. Diller to also contact the Township's Zoning Officer.

APPROVAL OF MINUTES

Supervisor Feick made a motion to approve the minutes from the August 11, 2014 Board of Supervisors meeting. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

ADMINISTRATIVE ACTIONS

Appointment of Assistant Secretary/Treasurer to Secretary/Treasurer effective September 16, 2014 and being bonded at a pay rate of \$15.00 per hour

Supervisor Kramer made a motion to appoint Christy Flaherty as the Secretary Treasurer effective September 16, 2014 and being bonded at a pay rate of \$15.00 per hour. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Ms. Mayfield advised that the bond will need to be filed with Board of Auditors.

Appointment of Secretary/Treasurer to Assistant Secretary/Treasurer effective September 16, 2014

Supervisor Feick made a motion to appoint Kathy Boltz as the Assistant Secretary Treasurer effective September 16, 2014 at her current pay rate. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Planning Commission Recommendations to the Board

Mountain Meadows – Phase 2 – The Planning Commission recommended that the time extension be granted until March 10, 2015; which would be the day after the Supervisors' March 2015 meeting. The Supervisors discussed the recommendation and agreed that Mrs. Claman should request the applicant to submit an updated letter showing the new date as March 10, 2015.

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

Camp Calvary – The Planning Commission recommended that the time extension be granted until March 29, 2015.

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

Solicitor Legal Discussions

Amendment to the Home Based Businesses Ordinance

Ms. Mayfield updated the Board and advised them on discussions with the Township Zoning Officer regarding the 100 ft. set back. The Supervisors agreed that a home based business can use the entire structure. Ms. Mayfield advised that she is waiting for feedback from the Zoning Officer with regards to allowing any increase to an existing structure. She noted that she will have something to present at the October meeting.

Mr. Auker inquired if he would be able to rebuild the existing structure on the property that he is interested in purchasing. He explained that the structure is not in very good shape. Ms. Mayfield suggested that he contact to the Zoning Officer to have his questions answered.

Update regarding the Zoning Hearing Board Application

The Board was provided with a draft application prepared by the Zoning Officer. Ms. Mayfield advised on comments/additions from the Zoning Hearing Board Solicitor, Zoning Officer and herself. It was agreed that the application would need to be updated and that the Supervisors would discuss further at the October meeting for adoption. Ms. Mayfield inquired if the Township has a website. Supervisor Deck advised that at this time the Township does not have a website.

Zimmerman Payment Plan

Ms. Mayfield updated the Supervisors with regards to the Zimmerman matter (354 Godfrey Street). She noted that they would not grant access to the Sheriff last Wednesday, September 3, 2014 and that they have not contacted the Township to discuss their payment plan. She advised on possible actions for the Township to take such as a Motion to Enter which would involve breaking the lock or seizing their vehicles. The Supervisors agreed that they need to stay stern. Ms. Mayfield recommended levying vehicles. The Supervisors agreed to proceed with the Solicitor’s recommendation.

STAFF REPORTS

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

Activity	Tulpehocken Twp.	Marion Twp.
Miles Patrolled	3166	1195
Gallons of Fuel	308.5	0
Hours of Work	484	60
Total Incidents	3	7
Complaints	10	6
Follow-up Investigations	1	0
Telephone Assignments	16	9
Comm/Residential to Alarms	0	2
EMS/Fire Advisory	9	9
Traffic Stops	36	17
Citations Issued	31	20
Non-traffic Citations	0	0
Traffic Warnings	2	2
Warrants	0	0
Parking Tickets	0	1
Traffic Accidents	0	2

DUI Arrests	2	0
Misdemeanor/Felony	0	0
Security Checks	61	23
Police Assists	11	0
Motorists Assists	5	1
Court Appearances	3	2
School Hours	0	0

Chief Kerschner reported that he was in the dunk tank at the Rehrersburg Car Show. He updated the Supervisors on the radio programming request received from Berks County and the need to have a separate laptop to load the information. He provided the Supervisors with a quote to purchase a laptop computer from Micro Aide for \$1,144.00 and noted that RMI would charge \$75.00 per radio for programming and that if the Township had their own laptop they could load the radios themselves. The Supervisors discussed who would be responsible for programming the radios. It was agreed that Officer Dronick would be responsible for programming the Police radios and that there would be one representative from each Fire Company. The laptop would be able to be used for other Township business.

Supervisor Kramer made a motion to approve the purchase of the laptop computer from Micro Aide for approximately \$1,144.00. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

Ms. Mayfield suggested that the Township have a liability agreement with the Fire Companies.

The Supervisors agreed that the laptop computer should have a padded case.

Chief Kerschner updated the Supervisors on the aggressive driving meeting that he will be attending this week.

Supervisor Feick commented on the upcoming Bethel Bicentennial Parade and suggested having a second Police Officer on duty that day for approximately four hours. The other Supervisors agreed to Supervisor Feick's suggestion.

Road Master's Report – Supervisor Feick read the August 2014 report. The work consisted of telephone calls, meter reading, equipment maintenance, patching pot holes, line painting, shoulder patching, sewer maintenance, sign maintenance, building maintenance, driveway permits, the Teen Challenge Road project, road maintenance/patching, highway/lawn mowing, and weed spraying/landscaping.

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

SEWER OPERATIONS

Larry Dean Martin – Return of Tapping Fee

Ms. Mayfield recommended that this matter be table until the Deeds of Dedication are signed.

David Alspaugh (22/22A/24 Maria Street) – Tapping Fee

The Supervisors discussed the tapping fee for 22, 22A and 24 Maria Street. Supervisor Feick suggested contacting Mr. Alspaugh and advising him what will need to be done when the sale of the properties is made. It was recommended that Mrs. Claman send a letter/notice of violation.

Larry Diller commented on his purchase of the old Expressions building and inquired on having the sewer bill transferred. The Supervisors directed him to contact the Sewer Secretary.

The Supervisors discussed residents being delinquent on their sewer bills.

UNFINISHED BUSINESS

Engine Brake Retarder – Prohibiting use in the towns of Mt. Aetna and Rehrersburg

Mrs. Flaherty advised that she has not heard anything back from PennDOT. The Supervisors directed her to follow up with PennDOT.

Larry Dean Martin Poultry – Two Resolutions that the Board needs to approve prior to accepting the Deeds of Dedication

Per the recommendation from Ms. Mayfield this matter was table.

Opening of Teen Challenge Road Project Bids – Four bids received

The Teen Challenge Road project bids were opened.

<u>Company</u>	<u>Option 1A</u>	<u>Item 1B</u>	<u>Total</u>
EJB Paving & Materials Co.	\$ 98,524.80	\$26,999.00	\$125,523.80
Martin Limestone, Inc.	\$106,900.20	\$31,900.00	\$138,800.20
Reading Material, Inc.	\$127,670.40	\$25,520.00	\$153,190.40
Pennsy Supply, Inc.	\$107,712.00	\$54,230.00	\$161,942.00

The Supervisors updated the public on the work being proposed for the project and noted that the job is to be complete by October 31, 2014. Supervisor Feick advised that an extension could be granted.

Supervisor Feick made a motion to award the Teen Challenge Road project to EJB Paving & Materials Co. for a cost of \$125,523.80, after review by the Township Solicitor. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Teen Challenge Road – storage containers on property

Supervisor Deck commented with regards to the storage containers located on the property of 105 Teen Challenge Road. They discussed past correspondence sent to the property owner. It was suggested to have the Zoning Officer send another letter.

NEW BUSINESS

Radio Management User Agreement

Supervisor Kramer made a motion to approve the Radio Management User Agreement. The motion was seconded by Supervisor Feick and passed unanimously (3-0).

PSATS Trustees Insurance and Retirement Services – Requested Action for Health/Life/Disability Trust Participants – Adoption of Resolution for Amendment

Per the recommendation from Ms. Mayfield this matter was table until the October meeting.

CORRESPONDENCE

Request from Linda Staudt to close the alley from 7 A.M. to 4 P.M. on September 20, 2014 – 7647 Lancaster Avenue, Mt. Aetna

Ms. Mayfield commented on the process for closing a roadway for a special event. She suggested requesting Ms. Staudt sign something noting that the Township would not be held responsible for anything that could result in closing the alley. It was agreed that Ms. Mayfield and Chief Kerschner would look for the Pigeon Hunt Agreement and provide a copy of the agreement to the Township Secretary so that she could draft a Request to Close Alley application.

Supervisor Feick made a motion to authorize Ms. Staudt to close the East Strawberry Alley on Saturday, September 20, 2014 from 7 A.M. to 4 P.M., conditional upon receiving the Request to Close Alley application. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Fire Police coverage request from the Bethel Township Police Department for the Bethel Bicentennial Parade, scheduled for Saturday, September 27, 2014

Supervisor Feick made a motion to authorize the participation of the fire police for the Bethel Bicentennial Parade, scheduled for Saturday, September 27, 2014. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Fire Police Coverage request from Muhlenberg Township Police Department for the Temple Halloween Parade, scheduled for Saturday, October 4, 2014, or rain date of Sunday, October 5, 2014

Supervisor Feick made a motion to authorize the participation of the fire police for the Temple Halloween Parade, scheduled for Saturday, October 4, 2014 with a rain date of Sunday, October 5, 2014. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Fire Police Coverage request from Hamburg Borough Police Department for the King Frost Parade, scheduled for Saturday, October 25, 2014, or rain date of Sunday, November 1, 2014

Supervisor Feick made a motion to authorize the participation of the fire police for the King Frost Parade, scheduled for Saturday, October 25, 2014 with a rain date of Sunday, November 1, 2014. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Fire Police Coverage request from the Borough of Robesonia and the Pioneer Hose Co. No. 1 for the Halloween Parade, scheduled for Sunday, November 2, 2014

Supervisor Feick made a motion to authorize the participation of the fire police for the Halloween Parade, scheduled for Sunday, November 2, 2014. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Fire Police Coverage request from Jefferson Township for the Tulpehocken High School Homecoming scheduled for Friday, October 3, 2014

Supervisor Feick made a motion to authorize the participation of the fire police for the Tulpehocken High School Homecoming, scheduled for Friday, October 3, 2014. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

OTHER BUSINESS

2015 Minimum Municipal Obligation for Police Pension Plan – MMO for 2015 was prepared on 2014 wage figures, the Township obligation will be \$19,137.00. Need a motion to accept the MMO in the amount of \$19,137.00 for 2015 and authorize the MMO to be sent to PMRS

The Secretary had prepared the MMO for 2015 based on 2014 wage figures with the Township obligation to be \$19,137.00 for 2015. Funding received through State Aid should cover most or the entire amount due. The MMO must be presented to the Supervisors by the end of September and then turned over to the PMRS.

Supervisor Feick made a motion to accept the MMO in the amount of \$19,137.00 for 2015 and authorized the MMO to be sent to PMRS. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

2014 Berks County Convention will be held on Thursday, October 16, 2014, from 5 P.M. to 9:30 P.M. at the Oley Fair Centre, 26 Jefferson Street, Oley, PA

The Supervisors agreed that they would all attend this year's Convention.

Trick or Treat Night for 2014

Trick or Treat Night for 2014 will be held on Friday, October 31st between the hours of 6:00 and 8:00 P.M. A notice will be placed in the Merchandiser. It was agreed to have two Police Officers on duty that night.

Preliminary Budget Meeting

Reminder that the preliminary budget meeting was scheduled and advertised to be held on October 13th at 5 P.M., prior to the regular Board meeting for October.

Handicapped Parking Ordinance

The Supervisor discussed the Township enacting a Handicapped Parking Ordinance and agreed that a permit would be required. They were provided a copy of Hamburg Borough's ordinance. They authorized Ms. Mayfield to draft a traffic ordinance for review at the October meeting. Chief Kerschner reported that two signs would be needed, a handicapped parking sign and a sign showing the fine or it will not be enforceable. The Supervisors discussed if there would or would not be a permit fee charged; they agreed to make that decision at a later date.

The Supervisors also discussed revising the parking limit at Godfrey Street and Teen Challenge Road from 40 ft. to 60 ft. due to site issues. It was agreed that this revision would also be included in the updated traffic ordinance that Ms. Mayfield was authorized to draft for review at the October meeting.

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS

Sewer Accounts balances for the end of August 2014 are as follows:

Sewer Operation Account – \$837.48
Balance in the Sewer Holding Account - \$77,483.64
Debt Service Account - \$403,021.64

Payments of Bills in the Sewer Operation Account for this September 8, 2014 meeting are:
Check #1468 to #1477 in the amount of \$8,608.15.

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

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

General Account	\$16,014.45
FNB Fredericksburg Holding Account	\$9,927.24
General Plus Account	\$198,745.11
State Aid Account	\$181.34
State Plus Account	\$136,148.49
Street Light Account	\$13,182.71

Supervisor Feick made a motion to approve the payments of the bills for this September 8, 2014 meeting. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Payments of Bills for this September 8, 2014 meeting are:

- General Account combined with the payroll account- Checks #15410 to #15441 in the amount of \$18,691.17
- Street Light Account – Check #341 in the amount of \$1,084.29
- State Liquid Fuels Account –
- Camp Calvary Land Dev. Escrow –
- Camp Calvary Inspection Escrow –
- Village Estates Improvements Inspection Escrow –
- Stormwater Inspection Escrow –
- Total Expenses for this meeting – \$19,775.46

Lloyd Schneck inquired with regards to the funds in the Street Light Account. The Supervisors discussed the balance in the Street Light Account and reported that further discussion regarding those funds would take place at the Budget Meeting on October 13, 2014. Supervisor Feick advised that Met Ed owns the lights and pays for the maintenance; the Township is only responsible for paying for the electric used.

ADJOURNMENT OF MEETING

Supervisor Feick made a motion to adjourn the meeting at 8:57 P.M. The motion was seconded by Supervisor Kramer and passed unanimously (3-0).

Respectfully Submitted,

Christy Flaherty

Secretary, Tulpehocken Township