

**TULPEHOCKEN TOWNSHIP
BOARD OF SUPERVISORS' MEETING AGENDA
November 10, 2021**

Please be advised that this meeting is being taped

- 1. Call Meeting to Order**
- 2. Pledge to American Flag**
- 3. Public Comment (Limit 10 minutes per person)**
- 4. Approval of Minutes from October 13, 2021 Board of Supervisors Regular Meeting**
- 5. Administrative Action**

a. Planning Commission recommendations:

1. **Capitol City Remodelers, LLC:** Time expires November 10, 2021. Burget & Associates, Inc., the applicant's engineer, presented a time extension letter to the Township for a continuance until the February, 2022 Board of Supervisors meeting, which would be February 9, 2022.

John Zimmerman made a motion to recommend to the Board of Supervisors to grant the time extension request for Capitol City Remodelers, LLC as a time extension to February 9, 2022. Seconded by Gary Deck and approved unanimously.

Does the Board wish to accept the time extension until February 9, 2022?

2. **Shirk Farm Annexation:** Time expires November 10, 2021. Devon Henne, the applicant's surveyor, presented a time extension letter to the Township for a continuance until February 10, 2022, or until the scheduled February, 2022 Board of Supervisors meeting, which would be February 9, 2022.

Robert Sattazahn made a motion to recommend to the Board of Supervisors to grant the time extension request for the Sketch Plan for Record Shirk Farm Annexation as a time extension to February 10, 2022. Seconded by John Zimmerman and approved unanimously.

Does the Board wish to accept the time extension until February 10, 2022?

3. **Dutch Valley Food Distributors** located at 7615 Lancaster Avenue, which is in Marion Township, however is connected to the Township sanitary sewer system is proposing a Land Development plan for expansion. The applicant's Engineer, David Mease from Diehm and Sons has stated that due to the proximity of the site to Tulpehocken Township, it was recommended by the Berks County Planning Commission that plans be sent to Tulpehocken Township. Mr. Mease stated they do not need any action from Tulpehocken, rather the information is sent to the

Township as a courtesy only. The plan is currently being reviewed by Marion Township.

The Township Engineer reviewed the proposed plan and feels like our Township should be involved with a couple of items.

- Stormwater discharge is all going onto Tulpehocken Township. Our Township should review the Stormwater Management Report. David Mease from Diehm and Sons did forward the report which was revised on October 26, 2021 in an email dated October 29, 2021.
- The Township needs to review how many additional edu's that may be needed for the new submission to determine if any additional edu's are required for the sanitary sewer. Dutch Valley has a total of 17 edu's of sewage treatment capacity reserved. At 265 gpd (gallons per day) per edu, the total capacity available for the applicant is 4,505 gpd. Year to date average is 10.54 edu's or approximately 2,800 gpd. There are currently 215 employees at the site. The projected number of employees with the expansion is 235. This could result in an average daily sewage flow of approximately 3,055 gpd. The increased flows will be less than the reserved capacity, therefore no additional edu's are needed at this time.
- Depending on what is being proposed, the Township may need additional sampling manholes and approve any sanitary details and improvements. According to the applicant's Engineer, the sewage generated at the site is generally domestic in nature as there is no food processing in the facility.

The Township Engineer stated that we need to revise the sanitary agreement to have the same agreement as the schools and Lanita Trucking. If Dutch Valley would go over the 17 edu availability that they have, they will need to purchase additional edu's. Because it is a commercial property, we should ask for a sampling manhole because we have had issues in the past with foreign material and we try to isolate where it is coming from. Once it is in the lines, we can't tell where it is coming from. The existing agreement provides for sampling. It states that the Township shall have the right to perform sampling of wastewater discharged by Dutch Valley in the Tulpehocken Collection System to determine compliance with these requirements. There may be an option to modify the existing manhole to do sampling.

The Township Engineer stated that the following conditions should be addressed:

- Amending the sanitary sewer agreement.
- Verify the meter calibration.
- Sampling manhole.
- Tulpehocken reviews the sanitary and plumbing plans.
- An avadavat to verify well(s) being utilized.

- If they exceed their edu amount in a three (3) consecutive month timeframe, they will be required to purchase additional edu's.
- Marion Township's Engineer reviews the stormwater for the discharge pipe to be sure that it meets the Tulpehocken Township stormwater requirements.
- Video the existing and proposed sanitary lines.

John Zimmerman made a motion to recommend to the Board of Supervisors to have the Township Engineer draft a comment letter with the conditions and the Township Solicitor will also review and add any necessary comments to Marion Township and Dutch Valley. Seconded by Robert Sattazahn and approved unanimously.

Does the Board wish to authorize the Township Engineer to draft a comment letter with the conditions listed above and to have the Township Solicitor review/edit the comment letter to be sent to Marion Township and Dutch Valley?

John Zimmerman made a motion to recommend to the Board of Supervisors to have it noted that Dutch Valley will be required to pay all of the Tulpehocken Township Solicitor and Engineer review fees that occur for this review. Seconded by Robert Sattazahn and approved unanimously.

Does the Board wish to have the Township Engineer's comment letter state that Dutch Valley will be required to pay all of the expenses incurred for the Township Solicitor and Engineer's review fees?

The Township Engineer stated that they are required to control what was there prior to the basins physically going in. There is a lot of impervious area.

4. **Shoestring Industries** has the five (5) lots on Stouchsburg Road. Melvin Lapp purchased Lot one (1). There are two (2) escrows being held for this plan. One (1) from the developer due to conditions being met for plan approval and one (1) from Mr. Lapp. The Township Engineer inspected Mr. Lapp's lot. The stormwater basin is in, area is hydro seeded and things are looking good. Trees need to be planted yet per the as-built, then his escrow can be released. The developer needs to fix the poles or brace the poles. He (developer) will not have his escrow released until this is completed.

Scott Hetrick made a motion to recommend to the Board of Supervisors to have the Township Engineer draft a letter to the developer of Shoestring Industries to have the proper pole placement completed and that the escrow amount will not be released until this is done. Seconded by John Zimmerman and approved unanimously.

Does the Board wish to authorize the Township Engineer to draft a letter to the developer of Shoestring Industries stating that the proper pole placement needs to be completed; noting that no escrow will be released until completed?

- b. Solicitor Legal Discussion - None
- c. Escrow Release
 - 1. **Joseph Halteman Farm Shop (50 Camp Swatara Road)** – the Township Engineer is recommending the release of Mr. Haldeman’s LOC in full.

Does the Board wish to authorize the release of Mr. Halteman’s LOC?

- d. Correspondence from Zoning Office
 - 1. October Update
- e. Land Development
 - 1. **Mt. Meadows Phase 2 – Final Plan:** The developer has posted the required escrow.

Does the Board wish to make a motion to authorize the Chairman to sign the Improvement Inspection Agreement?

6. Staff Reports

- a. Police Department
- b. Road Master Report
 - 1. Update regarding the Midway Road Bridge
 - 2. Citizen’s Complaint received from Brenda Oxenreider dated October 28, 2021. She has concerns with the Temple/Wintersville Road Intersection and is requesting the Board to consider installing stop signs on Wintersville Road.

Does the Board wish to take any action?

- c. Fire Chiefs’ Report
 - 1. Both the Mt. Aetna and Rehrersburg Fire Companies have appointed Sylvan Witmer as a Fire Police Officer.

Does the Board wish to make a motion to ratify the appointment of Sylvan Witmer as a Fire Police Officer to the Mt. Aetna and Rehrersburg Fire Companies?

7. Sewer Operations

- a. Judgements and Delinquent Sewer Accounts

8. Unfinished Business

- a. Update regarding the lease with the Rehrersburg Lions Club – Richard Klopp advised that the draft lease has been reviewed by their Solicitor, the members are still having discussions. He’s hoping to possibly meet with the Board in December; he will keep the Township posted

9. New Business

- a. Reorganization 2022 – Reorganization meeting is Monday, January 3, 2022. **We need to set the time and advertise the meeting.** Last year the meeting was at 6 P.M.
- b. 2022 Meeting Dates – **Motion to advertise meeting dates**

10. Correspondence

- a. Request from Hamburg Borough Police Department for Fire Police coverage for the annual King Frost Parade to be held on Saturday, October 30th (rain date – Saturday, November 6th) – **Need to ratify the motion due to approval being granted between meetings**
- b. 2022 Tax Bills – Received correspondence from the Office of the Treasurer – Does the Board have any changes to the current tax structure?

Does the Board wish to make a motion authorizing the Chairman to sign the 2022 Municipal Tax Sheet?

11. Other Business

- a. PA Unemployment Compensation 2022 Solvency Fee – Need to determine if the Township wants to pay the Solvency Fee
- b. Appointment of CPA Auditor – Would like to advertise no later than December 1, 2021 for the appointment of the Township CPA Auditor and their applicable fees for the Fiscal Year 2021 Annual Audit. The Fee for RKL to perform the audit is \$12,100

Does the Board wish to make a motion to authorize advertisement of the Resolution to appoint RKL as the CPA auditor?

- c. Board vacancies for 2022
 1. Planning Commission – Scott Hetrick’s term ends; he would like to continue – new term would be January, 2022 – December, 2025
 2. Planning Commission – John Zimmerman’s term ends; he would like to continue – new term would be January, 2022 – December, 2025
 3. Recreation Board – Harry Reinhold’s term ends; he would like to continue – new term would be January, 2022 – December, 2026
 4. Zoning Hearing Board – Sharon Kramer’s term ends; she would like to continue – new term would be January, 2022 – December, 2024

5. Zoning Hearing Board – Jayne Seifrit’s term ends; she would like to continue as an alternate – new term would be January, 2022 – December, 2024
6. Township Elected Auditor – Barry Wessner’s term ends; he would like to continue – new term would be January, 2022 – December, 2022

Vacant positions need to be filled at the reorganization meeting to be held on January 3, 2022

12. Executive Session (if needed)

13. Adjournment of Meeting

Upcoming Meetings

<i>Zoning Hearing Board <u>(If Needed)</u></i>	<i>Tuesday, November 16th</i>	<i>7 P.M.</i>
<i>Planning Commission</i>	<i>Thursday, December 2nd</i>	<i>7:30 P.M.</i>
<i>Board of Supervisors</i>	<i>Wednesday, December 8th</i>	<i>7 P.M.</i>
<i>Zoning Hearing Board <u>(If Needed)</u></i>	<i>Tuesday, December 21st</i>	<i>7 P.M.</i>