

**Tulpehocken Township  
Board of Supervisors Meeting  
December 14, 2022**

The Tulpehocken Township Board of Supervisors met on December 14, 2021, in the Township meeting room at 7 P.M. In attendance and voting were Supervisors: Chairman, Gary Deck, Vice Chairman Lester Feick and Harold Zimmerman, Supervisor. Also, present were Bryan Dronick, Police Chief and Kathy Judy, Township Secretary/Treasurer.

Members of the audience included: Jeffrey Zimmerman, Robert Sattazahn, Bill Powell, and Dan Neisser.

**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.

**PUBLIC COMMENTS**

*None.*

**APPROVAL OF MINUTES**

*Supervisor Feick made a motion to approve the minutes from the November 9, 2022 Liquor License Transfer Hearing - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

*Supervisor Zimmerman made a motion to approve the minutes from the November 9, 2022 Board of Supervisors 2023 Preliminary Budget meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0)*

*Supervisor Zimmerman made a motion to approve the minutes from the November 9, 2022 Board of Supervisors Meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

**ADOPTION OF 2023 BUDGET FOR TOWNSHIP AND SEWER FUNDS**

**Budget Certification for Township Funds year 2023** – The proposed 2023 Budget had been advertised as available for public inspection on November 22, 2022 and December 5, 2022, after having been reviewed and preliminarily approved by the Board on November 9, 2022. The 2023 Budget for all Township accounts, except the Sewer Service, proposes revenues of \$1,984,282 and expenditures of \$1,584,899. *Vice Chairman Feick made a motion to adopt **Resolution 2022-12** to enact the 2023 Budget. The motion was seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**Budget Certification for Sewer Service Funds year 2023** – The proposed 2023 Budget for all public sewer funds had been advertised as available for public inspection on November 22, 2022 and December 5, 2022, after having been reviewed and preliminarily approved by the Board on November 19, 2022. The 2023 Budget for all public sewer funds proposed revenues of \$496,360 and expenditures of \$481,400. *Supervisor Zimmerman made a motion to adopt **Resolution***

*2022-13 to enact the 2023 Sewer Budget. The motion was seconded by Vice Chairman Feick and passed unanimously (3-0).*

**Tax Levy for 2023** – Resolution 2022-14 fixed the rate for the year 2023 as follows:

- **Real Estate Tax Levy** – remains at 1.6 mills on each dollar of assessed valuation, or the Sum of 16 cents on each one hundred dollars of assessed valuation (\$160 for each \$100,000.00 valuation).
- **Act 511 Per Capita Tax Levy** – remains at the rate of \$5.00 payable of all residents 18 years of age or older.
- **Act 511 Local Services Tax** – at the rate of \$52.00 payable by all residents 18 years of age or older.
- **Act 511 Real Estate Transfer Tax Levy** – remains at the rate of one-half percent.
- **Act 511 Earned Income Tax Levy** – remains at the ratio of one-half percent.
- **Tax Rate for Street Light usage in the Villages of Rehrersburg and Mt. Aetna** – at the rate of \$.75 for each front foot of property that is serviced by the coverage of such Street Light on each property.

*Vice Chairman Feick mad a motion to adopt the Tax Levy **Resolution 2022-14** to enact the tax levy for 2023. The motion was seconded by Supervisor Zimmerman and passed unanimously (3-0).*

## **ADMINISTRATIVE ACTIONS**

### **Personnel:**

**Vacant Township Auditor Seat** – The Board of Supervisors discussed several candidates for the appointment and will revisit the matter at the January 3, 2023 Reorganization Meeting.

### **Planning Commission:**

**Capitol City Remodelers** – this plan was denied at the November 9, 2022 Board of Supervisor’s Meeting due to expiring with no time extension. On November 11, 2022 the applicant’s Engineer sent an email stating that they are withdrawing the plan. *Chairman Deck made a motion to rescind the November 9, 2022 denial of the plan and accept the withdrawl - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

**Teen Challenge, 33 Teen Challenge Road** – A Waiver of Land Development Application and plans for converting seven men’s dorms to storage space in one building and converting the current Maintenance Shop building into seven women’s dorms were reviewed by the Planning Commission and Township Engineer. In accordance with the recommendation passed by the Planning Commission on December 1, 2022, *Vice Chairman Feick made a motion to grant the Waiver of Land Development with the conditions of 1. Showing zoning compliance and meeting the current building codes for the space that is to become storage and 2. Abide by all the building codes for the additional dorms in the other building as well as parking codes - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Chairman Deck shared with the Teen Challenge representative present, that at the November 9, 2022 Liquor License Transfer Hearing it was brought up that people in the Teen Challenge program leave the property and trespassing through neighboring properties to get to the Four Points store. Concerns were raised that Four Points having liquor may add to the problem.

There was discussion regarding intake procedures at Teen Challenge, additional security cameras at the facility and the increasing amount of time that is being required from the Police Department in response to 911 calls at the facility.

### **Solicitor Legal Discussions**

3 Godfrey Street - Taxes at Settlement were received in full from three of the four parties involved. The other party has been contacted but has failed to make payment. *Supervisor Zimmerman made a motion to ratify authorizing the Tax Collector to contact the Solicitor and the School District regarding the 3 Godfrey Street Settlement - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

*Supervisor Zimmerman made a motion authorizing the Solicitor to write a letter to Mr. Lerch regarding the payment due - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

### **Escrow Release**

Earl Martin Poultry Operation – the Township Engineer is recommending the partial release of \$11,921.20 on this Letter of Credit. *Supervisor Feick made a motion authorizing the release of \$11,921.20 on The Earl Martin Poultry Operation Letter of Credit - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**Correspondence from Zoning Officer** - None.

### **Land Development**

#### Mountain Meadows

- Snow Removal Agreement of Phase II Streets – *Vice Chairman Feick made a motion to ratify the approval of the Snow Removal Agreement of Phase II Streets - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- Maintenance Agreement of Phase I Streets post Dedication of Streets – *Supervisor Zimmerman made a motion to ratify the approval of the Maintenance Agreement of Phase I Streets post Dedication of Streets - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- *Vice Chairman Feick made a motion to adopt **Resolution 2022-15** to accept the Deed of Dedication of Phase I Streets - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

#### Village Estates

- Snow Removal Agreement of Phase II Streets – *Vice Chairman Feick made a motion to authorize the Township to perform winter maintenance of the road and to approve and sign the Snow Removal Agreement once revisions are made - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

### **Recreation Board**

A proposal was requested and received from YSM Landscape Architects for the Rehrersburg Lions Park Master Plan work. The Township Solicitor is reviewing it. No action at this time.

## **STAFF REPORTS**

**Police Report** – Officer Dronick read the November, 2022 Police report as follows:

<b>ACTIVITY</b>	<b>TULPEHOCKEN TWP</b>	<b>MARION TWP</b>
MILES PATROLLED	1,926	656
GALLONS OF FUEL	207	0
HOURS WORKED	344.25	60
PATROL HOURS	241	50
TULPEHOCKEN AREA SCHOOL DIST. HOURS	36.67	0
TOTAL INCIDENTS	11	4
TOTAL COMPLAINTS	7	3
MISCELLANEOUS CALLS FOR SERVICE	54	3
FOLLOW-UP INVEST	2	1
TELEPHONE ASSIGNMENTS	17	4
COMM/RESIDENTIAL ALARMS	1	0
EMS/FIRE ADVISORIES	23	7
TRAFFIC STOPS	11	6
CITATIONS ISSUED	22	4
NON-TRAFFIC CITATIONS	0	0
TRAFFIC WARNINGS	2	2
WARRANTS	1	2
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	4	0
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	0	0
SECURITY CHECKS	49	22
POLICE ASSISTS	12	0
MOTORISTS ASSISTS	3	0
COURT APPEARANCES	4	0
SCHOOL HOURS	0	0

Officer Dronick reported that during the month of November there were 124 calls received through Berks County 911; noting that fourteen (14) were for Teen Challenge.

Sale of the 2013 Chevy Caprice - There Board discussed the sale of the 2013 Chevy Caprice and the School District's interest in purchasing it. Chief Dronick stated that he was not able to find a Kelly Blue Book value and provided the Board with several value estimates from Carfax. The Board reviewed the estimates, discussed the value of the car and agreed on an asking price of \$9,500. *Supervisor Zimmerman made a motion to offer the Caprice for sale to the School District for \$9,500.00 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Cadet Agreement – Chief Dronick updated the Board that he reached out to multiple Police Departments regarding Cadet Agreements and was not able to obtain any guidance or examples.

He was told by a Department that had an Agreement of this kind in the past, that they no longer do because they found they are difficult to enforce, often don't hold up and are costly to fight. He was advised, however, that there is a law in place that if we hire and pay for the cadet to go to Academy and in the first two years following academy the cadet leaves to join another municipality, that municipality must reimburse us for whatever costs we do not get reimbursed by Mopec.

Discussion followed regarding the Mopec reimbursement amounts for Academy Tuition and Wages, the recruiting and hiring process. The Board agreed to revisit advertising for the position at the January Board meeting.

**Road Master's Report** – Supervisor Feick read the November, 2022 report. The work consisted of attending a training class for DEP, had a meeting with Teen Challenge, sewer problems, hauled anti-skid, mowed lawns, Lancaster Pump Station transfer over to the new system, pump station work at Mountain Meadows, there was a call-out for a stop sign on a Sunday night and later that same week there were two more signs down on Host Church Road.

**Update regarding the Service Truck** – Vice Chairman Feick updated the Board that he was able to locate white service body. He requested and is waiting for a quote to have the truck painted and to replace the bumper with a chrome bumper.

**Fire Chiefs' Report** – Vice Chairman Feick read the monthly reports for the Keystone Fire Company and the Rescue Fire Company.

## **SEWER OPERATIONS**

### **Judgements and Delinquent Sewer Accounts**

No action needed.

**Teen Challenge Pump Station** - Vice Chairman Feick reported that the Pump Station is not metering the true amounts it should be. The company that does the callibrations and originally installed the meter was out and is proposing replacing the metering with two new mag-meters for \$11,322.00. The Township Engineer had another firm out to look at the system and Vice Chairman Feick would also like to consult with G.W. Molten.

**UNFINISHED BUSINESS** - None.

## **NEW BUSINESS**

Appointment of CPA Auditor – the quote from RKL to perform the 2022 audit is \$13,500 (a \$1,400 increase from the previous year). *Supervisor Zimmerman mad a motion to ratify advertising the Township's intent to appoint RKL and to adopt a resolution for the appointment at the January 11, 2023 Board of Supervisors Meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

## **CORRESPONDENCE**

Capital Blue Cross is requesting an updated employee roster information MSP Status Form be completed. The Township Secretary is to complete and return the form as requested.

Comcast Franchise Agreement expires in December and renewal is due. It has been forwarded to the solicitor. The Board discussed it and would like the Solicitor to pursue using this as an opportunity to negotiate for coverage in unserved areas in the Township.

PSATS Youth Awards Contest – The Board reviewed the information – no action at this time.

## **OTHER BUSINESS**

PMRS provide a pre-completed revised MMO for signature and requested its return by 12/15/22. This was due to an error on they discovered on the original Worksheet they provided for the 2023 MMO. Per PMRS’s recommendation the matter is being discussed at this meeting and documented in the Board of Supervisors Meeting Minutes. The revised form has been completed and returned.

## **TRAININGS AND OTHER INVITATIONS**

PSATS 2023 Convention – The 2023 Convention will be April 23 – 26<sup>th</sup>. Chairman Deck, Vice Chairman Feick and Supervisor Zimmerman are planning to attend.

## **FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS**

Account Balances for the end of November, 2022 were as follows:

General Account	\$ 7,692.70
First Citizens General Holding Account	\$ 79,073.08
General Plus Account	\$ 371,970.04
State Aid Account	\$ 64.76
State Plus Account	\$ 38,842.91
Street Light Account	\$ 43,468.64
Recreation Fund – Class Account	\$ 18,474.02
Recreation Fund – Prime Account	\$ 111,518.52
Payroll Account	\$ 20,426.50
American Rescue Plan Account	\$ 366,705.27

Payments of Bills for this December 14, 2022 meeting are:

General Account – \$43,761.45

Street Light Account – \$1,399.45

Recreation Fund – \$124.69

Total expenses for this November 9, 2022 Meeting are \$45,285.59

*Vice Chairman Feick made a motion to approve the payment of bills for this December 14, 2022 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Sewer Accounts balances for the end of November, 2022 were as follows:

Sewer Account Plgit Prime: \$150,582.93

Sewer Operation Account: \$3,417.71

Balance in the Sewer Holding Account: \$109,609.72

Debt Service Account: \$433,697.26

Expenses for this meeting: \$26,224.78

*Vice Chairman Feick made a motion to approve the payment of bills for this December 14, 2022 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

#### Approval of Funds Transfers

In April and May, funds were mistakenly transferred from the General Fund Prime to the Class Account for the payment of bills. To correct this Mrs. Judy is requesting approval to transfer funds from the GF Savings at FCCB into the Plgit GF Prime Account. *Supervisor Zimmerman made a motion to approve the transfer of \$126,000 from the GF Savings Account at FCCB to the Plgit GF Prime Account - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

In May and again in September funds were mistakenly transferred to the GF Prime. To correct/reverse those, Mrs. Judy is requesting approval to transfer the funds back from the Plgit GF Prime Account to the GF Savings Account at FCCB. *Supervisor Zimmerman made a motion to approve the transfer of \$225,000 from the Plgit GF Prime to the GF Savings Account at FCCB - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

#### EXECUTIVE SESSION

At 9:12 P.M. the Board called an Executive Session.

At 9:25 P.M. the Board returned from an Executive Session to discuss personnel matters – no action at this time.

#### ADJOURNMENT OF MEETING

*Vice Chairman Feick made a motion to adjourn the meeting at 9:30 P.M. - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Respectfully Submitted,

Kathy Judy, Secretary  
Tulpehocken Township