

**Tulpehocken Township  
Board of Supervisors  
Meeting of April 12, 2023**

The Tulpehocken Township Board of Supervisors met on April 12, 2023, in the Township meeting room at 7 P.M. In attendance and voting were Supervisors: Chairman Gary Deck, Vice Chairman Lester Feick and Supervisor Harold Zimmerman. Also present were Chad Helper, Patrolman; Lisa Care, Sewer Service Secretary and Kathy Judy, Township Secretary/Treasurer.

Members of the audience included Robert Sattazahn.

**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:** None.

**APPROVAL OF MINUTES**

*Vice Chairman Feick made a motion to approve the minutes from the March 8, 2023 Board of Supervisors meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**ADMINISTRATIVE ACTIONS**

**Personnel:**

Health Insurance Renewal – PCI Insurance sent plan and pricing information for 2023-2024 renewal of Employee Health Insurance benefits. The Board reviewed and discussed the information. *Vice Chairman Feick made a motion to change the plan to Highmark Blue Shield Platinum effective 6/1/2023 - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**Planning Commission:**

**Solicitor Legal Discussions:**

**Escrow Release:**

Nelson Auker Poultry Operation – the balance of the Letter of Credit is \$14,400. In accordance with the Township Engineer's recommendation, *Supervisor Zimmerman made a motion to release \$11,900 at this time and holding the \$2,500 balance until the Notice of Termination is acknowledged and closed out by the County Conservation District - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

**Correspondence from Zoning Officer:** None.

5021 Four Point Road -The Board discussed the status of the Zoning Permit and Building Permit Applications for work taking place at the property. *Supervisor Zimmerman made a motion authorizing the Building & Code Enforcement Officer to post a stop-work order at the property if the required permits have not been obtained and for the order to remain in effect until the required permits are issued - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

**Land Development:** None.

**Recreation Board:**

Park Property & Maintenance: None.

*Chairman Deck made a motion to appoint Lester Feick to fill the vacant seat on the Recreation Board - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Grant Study Committee: *Supervisor Zimmerman made a motion to appoint Kyle Batz, Lisa Care, Gary Deck, Harold Zimmerman, Lester Feick, Rick Klopp, Troy Lape, Brian Haag and John Zimmerman to the Grant Study Committee for the DCNR Master Grant work - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

State funding for roof mounted solar at Lions Park – At the March 15, 2023 meeting, the Recreation Board passed a motion to make a recommendation to the Board of Supervisors to research possible state funding for this project. The Board of Supervisors is taking no action at this time.

**STAFF REPORTS**

**Police Report** – Officer Hepler read the March 2023 Police Report as follows:

	<b>TULPEHOCKEN TWP</b>	<b>MARION TWP</b>
MILES PATROLLED	2097.5	856.5
GALLONS OF FUEL	212	0
HOURS WORKED	532.5	60
PATROL HOURS	266.25	45
TULPEHOCKEN AREA SCHOOL DIST. HOURS	50.75	0
TOTAL INCIDENTS	14	3
TOTAL COMPLAINTS	7	6
MISCELLANEOUS CALLS FOR SERVICE	85	3
FOLLOW-UP INVEST	4	3
TELEPHONE ASSIGNMENTS	13	3
COMM/RESIDENTIAL ALARMS	0	3
EMS/FIRE ADVISORIES	25	10
TRAFFIC STOPS	15	14
CITATIONS ISSUED	19	11
NON-TRAFFIC CITATIONS	2	0
TRAFFIC WARNINGS	4	4
WARRANTS	1	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	3	1
DUI ARRESTS	1	0
MISDEMEANOR/FELONY	0	0
SECURITY CHECKS	67	30
POLICE ASSISTS	12	0
MOTORISTS ASSISTS	1	0
COURT APPEARANCES	0	4
SCHOOL (TRAINING) HOURS	0	0

Officer Hepler reported that during the month of March there were 146 calls received through Berks County 911; noting that seventeen (17) of those calls were for Teen Challenge.

Cadet / Academy Schedule – Officer Hepler informed the Board that the Police Academy does not have a published schedule available, but they have confirmed that the next classes will begin July 10, 2023. Classes will be daily, normally from 7AM to 4 or 5PM, except when night training is scheduled. And the only days off will be Labor Day, Thanksgiving day and the day after, with graduation taking place before Christmas.

Sale of 2014 Chevy Caprice – *Vice Chairman Feick made a motion to approve the sale and authorize the transfer of title to the high bidder, or the second highest, should the high bidder default - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

### **Roadmaster Report:**

Vice Chairman Feick read the report for March, 2023. The work consisted of going for supplies, having keys made, work in the shop, monthly sewer maintenance, meter readings, work on a generator issue in Mount Aetna, phone calls, work on sewer line in Mount Aetna, issue at Village Estates, work at Lions Park, work on furnace, work preparing the Chavy Caprice for civilian sale, reviewing a driveway permit, investigating two resident complaints, attending Library ground breaking ceremony in Bethel, checking complaint on Host Church Road, taking care of damaged guard rails, removing remains of a dead deer, working on equipment, stock piling salt, meeting with Teen Challenge about driveway permit, and unloading box culverts.

2023 Road Project – The Board discussed completing Witman Road and the expected costs. The work would be to finish where the 2022 paving work left off and apply two coats of oil and stone chip to the entire road. While the work should be able to be done with state funding, it may require approximately \$18,000 from the General Fund, depending on the bids. Vice Chairman Feick advised that he would like to begin work on four box culverts beforehand. *Supervisor Zimmerman made a motion authorizing the Roadmaster to contact PennDot to prepare the bid package and approve advertising the 2023 Road Project, Witman Road Paving - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

### **Fire Chiefs' Reports**

Vice Chairman 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 judgements and delinquent accounts.

Contract for Sewer Operator Service – The three-year contract with Arro Water Services (formerly Select Environmental) expires 12/23/2023. The Supervisors agreed and asked that Lisa Care secure some quotes for the Board to consider.

Credit Card Payments – Lisa Care provided the Board with information on available options for processing credit card payments. After some review and discussion *Chairman Deck made a motion authorizing Lisa Care to open a Sewer Service checking account at FCCB and an Intuit Merchant Services account, begin accepting credit card payments for sewer service fees and to transfer the credit card revenues from the checking account to the savings account on a monthly basis - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Sewer Service repairs and purchases: None.

**UNFINISHED BUSINESS**

Comcast Franchise Agreement and unserved areas: No update at this time.

**NEW BUSINESS**

Review Commercial Insurance Policy from Zinn Insurance: The current policy expires May 1<sup>st</sup>. The total estimated annual Premium is \$69,909, an increase of \$7,601. A quote for increased Umbrella limits was also provided. *Vice Chairman Feick made a motion to increase the umbrella coverage to five million dollars and renew the Commercial Insurance Policy from Zinn Insurance - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Trash pickup in Mt. Aetna for America Heritage Girls: This group is asking for the Township’s assistance again this year. They pick up trash around the community, bag it and need to make arrangements for the bags to be removed and discarded. *Vice Chairman Feick made a motion that the Township Public Works Department pickup and discard the bagged trash for the group - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Marion Township Car Show – *Vice Chairman Feick made a motion to provide fire police assistance at Marion Township’s Annual Jim Keppley Memorial Car Show on Saturday, May 20, 2023 - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**CORRESPONDENCE:**

2023 Proposed PSATS Bylaws Changes, 2023 Proposed PSATS Resolution and Nominations Report, Senator Gebhard opening new district office in Wernersville Borough announcement and Berks History Center donation request letter – Reviewed and no action taken.

Greater Reading Chamber Alliance annual dues – *Supervisor Zimmerman made a motion to approve payment of \$525 for annual membership dues - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

**OTHER BUSINESS:**

**TRAINING AND OTHER INVITATIONS**

DCED Grant Process Workshop – Vice Chairman Feick or Chairman Deck might attend

Berks County Redevelopment Authority – Chairman Deck, Vice Chairman Feick and Mrs. Judy are attending. Mrs. Judy is to check with the Planning Commission Chair and Solicitor’s Office.

**FINANCIAL REPORTS AND APPROVAL FOR PAYMENT OF BILLS:**

Account Balances for the end of March, 2023 were as follows:

General Account	\$ 8,293.61
First Citizens General Holding Account	\$ 180,429.50
General Plus Account	\$ 277,435.02
State Aid Account	\$ 706.18
State Plus Account	\$ 190,417.60
Street Light Account	\$ 22,115.55
Recreation Fund – Class Account	\$ 17,163.10
Recreation Fund – Prime Account	\$ 113,225.91
Payroll Account	\$ 14,961.36
American Rescue Plan – Class Account	\$ 45.63
American Rescue Plan Account	\$ 367,414.66

Payments of Bills for this April 12, 2023 meeting are:

General Account – Checks #21525 to 21561 in the amount of \$32,087.00

Street Light Account – Check #485 in the amount of \$1,576.63

Recreation Fund – Checks #121 to 124 in the amount of \$706.43

American Rescue Plan Account – Check # 1003 in the amount of \$265.72

Cherry Hill Mennonite School Escrow – Check #1002 in the amount of \$9,270.90

*Vice Chairman Feick made a motion to approve the payment of bills for this April 12, 2023 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Sewer Accounts balances for the end of March, 2023 were as follows:

Sewer Account PLGIT Prime - \$152,888.42

Sewer Operation Account: \$2,464.73

Balance in the Sewer Holding Account: \$100,889.90

Debt Service Account: \$440,337.35

Expenses for this meeting: \$31,598.80

*Vice Chairman Feick made a motion to approve the payment of bills for this April 12, 2023 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**ADJOURNMENT OF MEETING**

*Vice Chairman Feick made a motion to adjourn the meeting at 10:00 P.M. - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Respectfully Submitted,

Kathy Judy, Secretary  
Tulpehocken Township