

**Tulpehocken Township
Board of Supervisors
Meeting of November 8, 2023**

The Tulpehocken Township Board of Supervisors met on November 8, 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 Bryan Dronick, Police Chief; Kathy Judy, Township Secretary/Treasurer and Lisa Care, Sewer Service Secretary.

Members of the audience included Susan Wolfe, John Sheaffer, Leonard Martin and Jeffrey Zimmerman.

CALL TO ORDER: Chairman Deck called the meeting to order at 7:15 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 October 11, 2023 Board of Supervisors Regular Meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- *Supervisor Zimmerman made a motion to approve the minutes from the October 11, 2023 Preliminary 2024 Budget Review Meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

ADMINISTRATIVE ACTIONS

Planning Commission recommendations:

Jason Newswanger Land Development, 9 Mill Road:

Vice Chairman Feick made a motion to reaffirm approval of Waivers with conditions and to reaffirm the conditional plan approval - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

Supervisor Zimmerman made a motion to authorize the Chairman to sign the Stormwater Pipe Easement and the Pond Water Usage and Access Easement - - seconded by Vice Chairman Feick and passed unanimously (3-0).

John Bicksler Land Development, 7695 Lancaster Avenue:

In accordance with a recommendation from the Planning Commission, Vice Chairman Feick made a motion to approve a waiver of section 302 and accept submission of a one-step, preliminary/final plan - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

In accordance with a recommendation from the Planning Commission, Vice Chairman Feick made a motion to approve waivers for SALDO sections 303.1B, 303.1H, 303.1L, 501.2M.4b and 602.7 with the condition that it is confirmed three monuments are in place as discussed - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

Having approved the Waiver Requests, and in accordance with the Planning Commission's recommendation, Vice Chairman Feick made a motion to grant conditional plan approval, if the waiver approval conditions and all of the requirements of the Engineer's October 31, 2023 letter are satisfied - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

Vernon Martin, 54 Mill Road:

In accordance with a recommendation from the Planning Commission, *Supervisor Zimmerman made a motion to approve a waiver of section 302 and accept submission of a one-step, preliminary/final plan - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

In accordance with a recommendation from the Planning Commission, *Supervisor Zimmerman made a motion to approve waivers for SALDO sections 303.1L, 303.1B, 501.2M.4.b and 602.7 with the conditions that two southernmost monuments are placed as discussed - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Having approved the Waiver Requests, and in accordance with the Planning Commission's recommendation, *Vice Chairman Feick made a motion to grant conditional plan approval, if the waiver approval conditions and all of the requirements of the Engineer's November 1, 2023 letter are satisfied - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Solicitor Legal Discussion: None

Escrow Release:

Village Estates: The Township Engineer recommended a partial release of the Letter of Credit in the amount of \$75,619.33 and for \$2,494.10 to be held for the duration of the maintenance period of the wearing course. With the maintenance period being at or near completion, *Supervisor Zimmerman made a motion to approve the full release of the Letter of Credit - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Zoning & Correspondence from Zoning Officer:

44 Rehrersburg Road: Debris and vehicles violation. There does not appear to be any cleanup being done. The citations had been sent to the DJ's office; receipt of the citations will be confirmed or they will be resubmitted. We will continue to wait for a hearing to be scheduled or for cleanup to happen.

Zoning Ordinance Amendments: The Board reviewed additional changes to be made based on the review letter and recommendations received from the County. *Supervisor Zimmerman made a motion to accept the proposed changes and to authorize the Township Solicitor to advertise a hearing and consideration for enactment of Zoning Ordinance Amendments regarding Wireless Communication Facilities and Solar Arrays & Animal Uses - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Land Development:

Village Estates Dedication of Streets: The Township Solicitor is preparing the Deed of Dedication of Streets and Street Lights and Resolution. *Supervisor Zimmerman made a motion to adopt the Resolution to accept the Deed of Dedication of Streets and Street Lights once they are complete and available - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Recreation:

Grant Study Committee: The Board discussed the public turn out and participation at the October meeting. Also, the Grant Study Committee and the Recreation Board are rescheduling their November meetings to Tuesday November 14, 2023 due to the Thanksgiving Holiday. *Supervisor Zimmerman made a motion to advertise the rescheduled meetings - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

STAFF REPORTS

Police Report – Chief Dronick read the October, 2023 Police Report as follows:

ACTIVITY	TULPEHOCKEN TWP.	MARION TWP.
MILES PATROLLED	1730	739
GALLONS OF FUEL	197.5	
HOURS WORKED	446	60
PATROL HOURS	215,5	48,75
TULPEHOCKEN AREA SCHOOL DIST. HOURS	47.75	
TOTAL INCIDENTS	10	3
TOTAL COMPLAINTS	11	0
MISCELLANEOUS CALLS FOR SERVICE	64	4
FOLLOW-UP INVEST	8	1
TELEPHONE ASSIGNMENTS	20	4
COMM/RESIDENTIAL ALARMS	0	4
EMS/FIRE ADVISORIES	24	7
TRAFFIC STOPS	12	9
CITATIONS ISSUED	11	20
NON-TRAFFIC CITATIONS	7	0
TRAFFIC WARNINGS	5	0
WARRANTS	2	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	5	6
DUI ARRESTS	1	1
MISDEMEANOR/FELONY	0	4
SECURITY CHECKS	23	3
POLICE ASSISTS	17	0
MOTORISTS ASSISTS	1	1
COURT APPEARANCES	1	2
SCHOOL (TRAINING) HOURS	0	

Chief Dronick reported that during the month of October there were 147 calls received through Berks County 911 for police service; noting that nine (9) of those were for Teen Challenge.

Equipment repairs and purchases

Lockers: Supervisor Zimmerman made a motion to ratify the purchase of four lockers for a total cost of \$994.00 - - seconded by Vice Chairman Feick and passed unanimously (3-0)

Cadet Guacci: Chief Dronick reported that John Guacci is doing well at the Academy and is expected to graduate on December 22, 2023

Police Cell Phone Provider: The dash cameras, scheduled for installation on 12/05/23, need sim cards and data plans. Chief Dronick proposed using AT&T 'First Net Plan' which is designed for emergency personnel. Advantages of this plan include the first net towers being the priority and the first to come back on-line after an outage and receiving a portable cell phone tower within eight hours of a major incident where service isn't restored sooner. The Chief also explained, that if an account is opened with AT&T, he would like to switch all of the Police and Township wireless devices, including the Police MCTs currently with Verizon through Berks County, to the AT&T First Net Plan Account and that the First Net Plan charges are the same as what we are paying our current provider for data plans. There was

discussion about the current devices, replacing the service for the Township tablet with service for an additional Township phone instead and what devices are still under contract and subject to an early cancellation fee.

Vice Chairman Feick made a motion to approve the purchase of the dash camera SIM cards, opening an AT&T account and enrolling all of the Police and Township wireless and data plan devices in the First Net plan as they become free of either existing contract terms or free of early cancellation fees should AT&T offer a buy-out or credit - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

Roadmaster Report

Vice Chairman Feick read the October, 2023 report. The work consisted of working on equipment, sewer maintenance, reading meters, checking on a project on Parkside Inn Road, cleaning gutters, working in the shop, removing tree branches away from a stop sign, met with a company at the sewer plant for a quote for services, mowing lawns, repaired the mower, getting streets ready for black topping, pothole patching, line painting, helped Upper Tulpehocken with some patching, shoulder repair, skin patching, helped Jefferson Township with recreation building, got all of the trucks ready for winter, hauled one load of anti-skid.

Equipment Repairs and Purchases: The Board discussed trying a rear camera system on one of the dump trucks to see how helpful it may be to be able to see the back of the box and spreaders during winter road maintenance. *Supervisor Zimmerman made a motion to approve purchase of a rear camera system - - 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:

- 52 Apple Street: The County has asked for an update regarding the Sheriff's Sale against this judgement. Lisa Care reported that the owners have been in contact and payments, while maybe not on a consistent schedule, continue to be made. *Chairman Deck made a motion to leave the judgement open for the time being and not to execute the Sheriff Sale at this time - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- 6 Magdalena Street: The certified mail was not picked-up, the Constable was asked to deliver the civil complaint and the hearing is scheduled for 11/13/2023. Lisa Care will confirm the date and hearing attendance with the Solicitor.

Sewer Operations and Maintenance Contract: The Board reviewed four proposals received for the three-year contract beginning January 1, 2024. The least expensive was from the current provider, ARRO Consulting, for \$31,040 in 2024 with a 4% annual increase. *Chairman Deck made a motion to accept and sign the contract with ARRO Consulting - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Letter to Residents regarding Sewer User Fees: *Vice Chairman Feick made a motion authorizing Lisa Care to notify Sewer Service Users of the January 1, 2024 fee increase - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Sewer Service Repairs and Purchases: None

UNFINISHED BUSINESS: None

NEW BUSINESS

- **2024 Reorganization Meetings:** The Board of Supervisors Reorganization Meeting will be held on Tuesday, January 2, 2024 at 5:00 P.M. The Township Auditors will meet on Wednesday, January 3, 2024; Mrs. Judy will contact the Auditors to find out what time they would like to meet. *Supervisor Zimmerman made a motion to advertise the 2024 Board of Supervisors and the 2024 Township Auditors Reorganization Meetings - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- **2024 Meeting Dates:** The Board reviewed the 2024 meetings schedule. *Supervisor Zimmerman made a motion to advertise the 2024 meeting dates - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

CORRESPONDENCE

CELG meeting regarding animal control in Berks County: No action taken

Berks County DA letter for donation to Berks County Crime Alert: No action taken

2024 Municipal Tax Sheet: *Vice Chairman Feick made a motion authorizing the 2024 Municipal Tax Sheet to be signed by the Chairman and submitted to the County Treasurer's Office - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

OTHER BUSINESS

Bethel/Tulpehocken Public Library sign contribution: A representative for the Library Committee was present at the 6:00 PM Budget meeting on 11/08/23. At that time the Board was able to review the additional quote it had requested. After reviewing and discussing all three quotes that were received, the Board agreed to support the quote from Horst Signs. *Vice Chairman Feick made a motion to approve contributing American Rescue Plan Funds to the Library toward the purchase of the new sign, half of the cost to be paid in 2023 and the balance to be paid in 2024 - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Update regarding CPA for fiscal year audit: Mrs. Judy updated the Board on efforts to secure proposals for the Board to consider at the December 13, 2024 meeting.

Board vacancies for 2024: Three Board terms expire on December 31, 2023: Laverne Frey, Planning Commission; Richard Klopp, Recreation Board and Jeffrey Zimmerman, Zoning Hearing Board. All three have confirmed expressed interest in reappointment – No action at this time; vacant positions to be filled at the Reorganization Meeting on January 2, 2024.

FINANCIAL REPORTS AND APPROVAL FOR PAYMENT OF BILLS:

Authorize transfers of funds:

- *Vice Chairman Feick made a motion to approve the transfer of \$5,590 from the General Fund to the Building Maintenance Fund - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- *Vice Chairman Feick made a motion to approve the transfer of \$125,000 from the General Fund Holding Account to the General Fund Prime Account - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

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

General Account	\$ 29,370.16
First Citizens General Holding Account	\$ 372,880.29
General Prime Account	\$ 286,161.28
State Aid Account	\$ 93,195.54
Street Light Account	\$ 30,846.27
Recreation Fund – Class Account	\$ 16,181.43
Recreation Fund – Prime Account	\$ 107,670.14
Payroll Account	\$ 35,043.21
American Rescue Plan Account	\$ 235,684.11

Payments of Bills for this November 8, 2023 meeting are:

General Account – Checks #21794 - 21840 in the amount of \$57,057.39
State Liquid Fuels Account – Check #231 in the amount of \$68,913.24
Street Light Account – Check #493 in the amount of \$1,835.10
Recreation Fund – Checks #143 – 147 in the amount of \$446.48
Recreation Planning Escrow – Check #121 in the amount of \$2,887.63

Total expenses for this November 8, 2023 Meeting are \$131,139.84

Vice Chairman Feick made a motion to approve the payment of bills for this November 8, 2023 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

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

Sewer Prime Account: \$157,697.28
Sewer Operation Account: \$4,093.00
Balance in the Sewer Holding Account: \$42,199.31
Debt Service Account: \$454,187.45
Expenses for this meeting: \$25,482.52

Vice Chairman Feick made a motion to approve the payment of bills for this November 8, 2023 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

EXECUTIVE SESSION: None

ADJOURNMENT OF MEETING

Supervisor Zimmerman made a motion to adjourn the meeting at 9:00 P.M. - - seconded by Vice Chairman Feick and passed unanimously (3-0).

Respectfully Submitted,
Kathy Judy, Secretary
Tulpehocken Township