

**Tulpehocken Township
Board of Supervisors
Meeting of December 13, 2023**

The Tulpehocken Township Board of Supervisors met on December 13, 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 Chris Hartman, Township Solicitor; Bryan Dronick, Police Chief; Kathy Judy, Township Secretary/Treasurer and Lisa Care, Sewer Service Secretary.

Members of the audience included Mervin Horst, Angela Diem, Sonny Albright and Susan Wolfe

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: Susan Wolfe inquired about the turn on Teen Challenge Road where there have been a number of recent accidents and whether or not adding a sign with a caution light may help. There are several chevron signs there now; the Supervisors will have a look at the situation.

APPROVAL OF MINUTES

- *Vice Chairman Feick made a motion to approve the minutes from the November 8, 2023 Board of Supervisors Regular Meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- *Vice Chairman Feick made a motion to approve the minutes from the November 8, 2023 Preliminary 2024 Budget Review Meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

ADOPTION OF 2024 BUDGETS FOR TOWNSHIP AND SEWER ACCOUNTS

- Budget Certification for Township Funds year 2024: – The 2024 Budget for all Township accounts, except the Sewer Service, proposes revenues of \$2,028,805 and expenditures of \$1,587,235. *Supervisor Zimmerman made a motion to adopt **Resolution 2023-10** to enact the 2024 Budget - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- Budget Certification for Sewer Service Funds year 2024: – The 2024 Budget for all public sewer funds proposes revenues of \$503,475 and expenditures of \$501,150. Supervisor Zimmerman made a motion to adopt Resolution 2023-11 to enact the 2024 Sewer Budget - - seconded by Vice Chairman Feick and passed unanimously (3-0).
- Tax Levy for 2024 – Resolution 2023-12 fixes taxes for the year 2024 to remain the same; no changes are proposed. *Supervisor Zimmerman made a motion to adopt the Tax Levy **Resolution 2023-12** to enact the tax levy for 2024. The motion was seconded by Vice Chairman Feick and passed unanimously (3-0).*

ADMINISTRATIVE ACTIONS

Personnel:

Tax Collector – The Board received a letter from the Tax Collector about continuing to serve since no one has come forward requesting to take over the rest of the term. The Tax Collector also shared with the Board that requests are being received from the County for small refunds to be made for past year Real Estate Taxes where time, resources and costs to process exceed refund value. *Supervisor Zimmerman made a motion authorizing the Solicitor to prepare a*

resolution that as of the 2024 tax season, County tax refunds under \$5.00 will not be made by the Tax Collector - - seconded by Vice Chairman Feick and passed unanimously (3-0).

Vacant Township Auditor Seats – The Board of Supervisors reviewed election write-in results, discussed several candidates for the appointment and will revisit the matter at the January 2, 2023 Reorganization Meeting.

Police Cadet – Chief Dronick reported that graduation from the Academy and final test results should be available on December 28, 2023. Per the Chief’s recommendation, *Supervisor Zimmerman made a motion, conditional upon passing final testing and graduating from the Academy, to promote John Guacci to Patrolman 2 effective January 1, 2024 with a one-year probationary period in accordance with the current Police Contract - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Planning Commission recommendations:

Centerport Milk Hauling, 0 Rehrersburg Road:

In accordance with a recommendation from the Planning Commission, Vice Chairman Feick made a motion to approve signing of Improvement and Stormwater Agreements when they are submitted and to grant conditional plan approval once all of the Engineer’s requirements are satisfied - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

Solicitor Legal Discussion: None

Escrow Release:

- **Village Estates:** No action at this time.
- **Harold & Sylvia Case:** In accordance with the Township Engineer’s recommendation for a partial escrow release, *Vice Chairman Feick made a motion authorizing the release of \$40,369.28 from escrow - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- **David G. Martin:** In accordance with the Township Engineer’s recommendation for a partial release, *Supervisor Zimmerman made a motion authorizing the release of \$7,723.51 from escrow - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Zoning & Correspondence from Zoning Officer:

44 Rehrersburg Road: The DJ’s office is awaiting a plea in response to the citations already filed. We will continue to follow up with the DJ and to take additional action until the property is cleaned up.

Land Development:

Village Estates Dedication of Streets: *Vice Chairman Feick made a motion to ratify adoption of Resolution 2023-07 to accept the Village Estates Deed of Dedication of Streets and Street Lights - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Street Light Tax Levy: *Supervisor Zimmerman made a motion to adopt Resolution 2023-08 amending the Street Light Tax Levy to include the properties on Chloe Drive in Village Estates - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Recreation:

Grant Study Committee: The Grant Study Committee met on November 14, 2023; the next meeting will be on January 24, 2024.

STAFF REPORTS

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

ACTIVITY	TULPEHOCKEN TWP.	MARION TWP.
MILES PATROLLED	1771	748
GALLONS OF FUEL	167.5	
HOURS WORKED	463.5	60
PATROL HOURS	219	45.75
TULPEHOCKEN AREA SCHOOL DIST. HOURS	41.5	
TOTAL INCIDENTS	17	0
TOTAL COMPLAINTS	6	0
MISCELLANEOUS CALLS FOR SERVICE	66	4
FOLLOW-UP INVEST	5	0
TELEPHONE ASSIGNMENTS	24	3
COMM/RESIDENTIAL ALARMS	0	1
EMS/FIRE ADVISORIES	20	9
TRAFFIC STOPS	9	14
CITATIONS ISSUED	17	18
NON-TRAFFIC CITATIONS	1	0
TRAFFIC WARNINGS	3	0
WARRANTS	1	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	7	3
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	10	0
SECURITY CHECKS	18	2
POLICE ASSISTS	14	0
MOTORISTS ASSISTS	0	0
COURT APPEARANCES	0	1
SCHOOL (TRAINING) HOURS	0	0

Chief Dronick reported that during the month of November there were 130 calls received through Berks County 911 for police service; noting that thirteen (13) of those were for Teen Challenge.

Chief Dronick asked the Supervisors if they wanted an Officer on duty on New Years Eve this year.

Equipment repairs and purchases:

- The Chief reported that vehicle 18 needs tires and the cost is \$982. *Vice Chairman Feick made a motion to approve the purchase and installation of the new tires - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- The Chief requested approval for the replacement of three defibrillators (AEDs). The Board discussed keeping one on site at the Township Building in case of an emergency. The cost for three new AEDs, with a trade in credit for two units, is estimated to be \$6,073.06. *Chairman Deck motioned to approve the purchase and to keep one of the current AEDs at the Township Building - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- Chief Dronick updated the Board that the dash cameras have been installed and are in service.

Roadmaster Report

Vice Chairman Feick read the November, 2023 report. The work consisted of monthly sewer work, complaint for sewer line at a property on Godfrey Street, sewer call-out, met with Charlie Paris, put snow equipment on the trucks, highway and lawn mowing, met with E.M. Kutz, clean pump station, working on equipment, put markers up, pipe clean outs, worked on a berm, checking on guardrail damaged from an accident, talked with a property owner regarding some tree removal on Four Point Road. The Board discussed drain tiling and other options to help with waterflow on areas of Deck Road.

Equipment Repairs and Purchases: None.

Contract with Cintas: The Board and Solicitor reviewed the contract with Cintas. *Supervisor Zimmerman made a motion to approve the new proposed contract on the condition that Cintas agree to and remove the auto-renewal provision - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Supervisor Zimmerman made a motion authorizing uniform service to be provided for Road Crew employee Dale Swope and for half of the costs to be paid by Dale through a payroll withholding - - seconded by Vice Chairman Feick and passed unanimously (3-0).

Sale of 1999 Ford Explorer – *Vice Chairman Feick made a motion to amend the agenda to add “Municipal Auction of 1999 Ford Explorer” to the agenda in order to be able to accept the bid for the auction that closed on this vehicle on December 12, 2023 - - seconded by Supervisor Zimmermans and passed unanimously (3-0).*

Municipal Auction of 1999 Ford Explorer - *Supervisor Zimmerman made a motion to approve the sale and authorize transfer of title to the high bidder, or the second highest, should the high bidder default - - 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.

The Board discussed and will research possibly implementing an EMS tax in the future to help fund the Volunteer Fire Companies and Ambulance service.

SEWER OPERATIONS

Judgements and Delinquent Sewer Accounts:

- 21 East Market Street: *Supervisor Zimmerman made a motion authorizing the Solicitor to file a Civil Complaint for judgement to collect unpaid fees - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- 6 Magdalena Street – The hearing was Monday, December 11, 2023 and the Township was granted a judgement. *Supervisor Zimmerman made a motion authorizing judgement to be transferred to the Prothonotary Office if no appeal is received after 30 days of the DJ’s judgement - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- Sewer Service equipment repairs and purchases: None.
- Village Estates Pump Station Dialer: The Board discussed pump station ownership and whether all of the requirements of the development plans have been satisfied. *Supervisor Zimmerman made a motion to pay the bill for the dialer and seek reimbursement from Village Estates - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

UNFINISHED BUSINESS:

- Fiscal Year End Audit - Having reviewed and discussed proposals from two CPA firms for the fiscal year audit of Township and Sewer Funds, *Supervisor Zimmerman made a motion to accept Riley and Company’s proposal for a three-year engagement - - seconded by Vice Chairman Feick and passed unanimously (3-0).* Additionally, *Vice Chairman Feick made a motion to advertise a special meeting for appointment of Riley and Company as CPA and any Other Business - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

NEW BUSINESS

- *Vice Chairman Feick made a motion to adopt **Resolution 2023-09; Emergency Management Municipal Hazard Mitigation Plan Update - - seconded by Supervisor Zimmerman and passed unanimously (3-0).***

CORRESPONDENCE

- Berks Nature Seeking Donation – No action at this time
- BCCD Deck Road LVR Traffic Count – The Board reviewed the County’s report and plans to conduct a site assessment of the stream – No action to be taken at this time.

OTHER BUSINESS

- 15 Rehrersburg Road, Sadler Property: *Vice Chairman Feick made a motion to sign the Acceptance Certificate for this property to be included into the Agricultural Security Area - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

FINANCIAL REPORTS AND APPROVAL FOR PAYMENT OF BILLS:

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

General Account	\$ 6,346.04
1 st Citizens General Holding Acct	\$ 354,855.35
General Prime Account	\$ 287,465.33
State Aid Account	\$ 24,602.46
Street Light Account	\$ 29,193.85
Recreation Fund – Class Account	\$ 16,353.88
Recreation Fund – Prime Account	\$ 105,273.10
Payroll Account	\$ 22,883.06
American Rescue Plan Account	\$ 280,956.87

Payments of Bills for this December 13, 2023 meeting are:

- General Account – Checks #21841 - 21900 in the amount of \$39,098.48
- Street Light Account – Check #494 in the amount of \$1,835.10
- Recreation Fund – Checks #148 – 150 in the amount of \$186.83
- Recreation Planning Escrow – Check #122 in the amount of \$10,187.09
- American Rescue Plan Account – Check #1007 in the amount of \$22,622.14

Total expenses for this December 13, 2023 Meeting are \$73,929.64

Vice Chairman Feick made a motion to approve the payment of bills for this December 13, 2023 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

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

- Sewer Prime Account: \$158,415.92
- Sewer Operation Account: \$3,654.07
- Balance in the Sewer Holding Account: \$24,995.64
- Debt Service Account: \$456,257.21
- Expenses for this meeting: \$24,415.77

Supervisor Zimmerman made a motion to approve the payment of bills for this December 13, 2023 meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).

Authorize transfers of funds - Supervisor Zimmerman made a motion to approve the transfer of \$24,000 from the Sewer Services Prime Account to the Class Account - - seconded by Vice Chairman Feick and passed unanimously (3-0).

EXECUTIVE SESSION: The Board went into an Executive Session at 9:55 P.M. to discuss personnel matters. The Board returned from Executive Session at 11:12 P.M. – No Action at this time.

ADJOURNMENT OF MEETING

Vice Chairman Feick made a motion to adjourn the meeting at 11:15 P.M. - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

Respectfully Submitted,
Kathy Judy, Secretary
Tulpehocken Township