

**Tulpehocken Township  
Board of Supervisors  
Meeting of February 14, 2024**

The Tulpehocken Township Board of Supervisors met on February 14, 2024, in the Township meeting room at 7:00 P.M. In attendance and voting were Supervisors: Chairman Gary Deck, Vice Chairman Lester Feick and Harold Zimmerman. Also, present were Michelle Mayfield, Township Solicitor; Bryan Dronick, Police Chief and Kathy Judy, Township Secretary / Treasurer.

Members of the Audience included: Harry Reinhold 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:** None.

**APPROVAL OF MINUTES:**

- *Vice Chairman Feick made a motion to approve the minutes from the January 2, 2024 Reorganization Meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- *Supervisor Zimmerman made a motion to approve the minutes from the January 2, 2024 Public Hearing of Zoning Ordinance Amendments and Board of Supervisors Meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- *Vice Chairman Feick made a motion to approve the minutes from the January 16, 2024 Special Meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**ADMINISTRATIVE ACTIONS**

**Personnel:**

- **Wages for Emergency Management Coordinator** - The Township's EMA Coordinator, Burt Wessner, is also a part-time CDL Township Road Employee paid at an hourly rate of \$23.15. The current hourly rate for EMA Coordinator is \$15.00 per hour. After discussing the two roles and the differing hourly rates, *Chairman Deck made a motion to amend the EMA Coordinator hourly wage to \$23.15 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

*Vice Chairman Feick made a motion to approve paying Burt Wessner for hours worked to receive two certifications required under PEMA Directive 2022-02 in order to retain the EMA Coordinator position - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**Solicitor Legal Discussion:**

- **2024 Tax Bill #908 for Chloe Drive parcel** - This bill was generated before updates for the December 2023 Deed of Dedication of the Street were completed at the County Recording and Assessment Offices. Mrs. Judy is to confirm with the County and the Tax Collector that the Chloe Drive roadway is now exempt and 2024 Tax Bill #908 is exonerated.

The Board and Solicitor also discussed other Village Estates business including Pump Station Agreements and Dedication, additional backup pumps to be provided, reimbursements due from the developer for professional fees and pump station parts and repairs, and the system testing requirements to be met. These matters are to be researched and revisited at the March meeting.

- **Tax exemption for Rehrersburg Lions Park Street Light Tax** – per the Solicitor’s recommendation, *Supervisor Zimmerman made a motion to not seek an exemption and for the Township to continue to pay the Street Light Tax for the Rehrersburg Lions Park property - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

**Correspondence from Zoning Officer:**

- **January Update:** 44 Rehrersburg Road – the hearing was rescheduled for the end of February.
- **Review Zoning Hearing Board Application – Marlin Martin Fellowship Center, 85 Hurst Drive.** The Board reviewed the application and discussed that the hearing date is February 20, 2024; the property is in the EAP District; and the application is for a variance of Section 841.01 in order to subdivide a parent tract and special exception of Section 834.13 to construct a fellowship center with parking lot on a 10-acre lot. It was also noted that the Planning Commission has recommended for the Zoning Hearing Board to support the application. *Chairman Deck made a motion to recommend that the Zoning Hearing Board support the application and, if approved, that approval be with conditions that: 1) parking lot lights are turned off when the facility is not in use and 2) that the building and lot lights do not shine off of the premises - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**Land Development:** None.

**Recreation:**

- **Lions Park: Maintenance and operation repairs and purchases:**
  - o **Quote for Surveillance System** – The Board reviewed and discussed the 1/23/2024 quote from SmrtGuys for parts and labor to install a surveillance system at Rehrersburg Lions Park. *Supervisor Zimmerman made a motion, once it is confirmed that the system will not cause an additional line-item cost on the current SmrtGuys annual service contract, to sign the quote for the cost of \$10,379.00, proceed with the installation and for payment to be made with American Rescue Plan Act Funds - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

**STAFF REPORTS**

**Police Report** – Chief Dronick read the January, 2024 Police report as follows:

	<b><u>Tulpehocken</u></b>	<b><u>Marion</u></b>
MILES PATROLLED	1770	766
GALLONS OF FUEL	174	
HOURS WORKED	478	60
PATROL HOURS	232.5	42.25
TULPEHOCKEN AREA SCHOOL DIST. HOURS	39.25	
TOTAL INCIDENTS	13	5
TOTAL COMPLAINTS	6	4
MISCELLANEOUS CALLS FOR SERVICE	63	2

FOLLOW-UP INVEST	7	1
TELEPHONE ASSIGNMENTS	17	11
COMM/RESIDENTIAL ALARMS	0	1
EMS/FIRE ADVISORIES	16	11
TRAFFIC STOPS	19	10
CITATIONS ISSUED	22	9
NON-TRAFFIC CITATIONS	2	0
TRAFFIC WARNINGS	7	3
WARRANTS	0	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	3	4
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	0	0
SECURITY CHECKS	18	1
POLICE ASSISTS	14	0
MOTORISTS ASSISTS	0	0
COURT APPEARANCES	1	3
SCHOOL (TRAINING) HOURS	0	

Chief Dronick reported that during the month of December there were 138 calls received through Berks County 911; noting that nine (9) were for Teen Challenge.

Chief Dronick updated the Board that the new AEDs have arrived, are in the vehicles and are in service. As the Board had requested, the best of the three outgoing AEDs was kept to be housed at the Municipal Building. There was a brief discussion on where and how to house it for easy access.

**Road Master’s Report:** Vice Chairman Feick read the January, 2024 report. The work consisted of phone calls, paperwork, working in the shop, reading of meters, monthly sewer maintenance, putting snow plows and chains on the trucks, a couple of snow events, responding to sewer alarms, closing roads for a rain event, cleaning up of some fallen trees, working on the street lights at Mountain Meadows, emptying trucks, working on the tractor, going to E.M. Kutz, mixing antiskid, going to locksmith to replace a malfunctioned lock at the sewer plant, and putting cold patch in a few spots on Cherry Hill Road.

- **Equipment Repairs and purchases** – Vice Chairman Feick shared that the shop needs a metric allen wrench and that the torch (excluding the tank and hose) needs to be replaced.
- **2024-2025 Road Salt Contracts** - After a brief discussion about expected use, *Vice Chairman Feick made a motion to enter the agreements and bid 200 tons with the State (Costars) Contract and 150 tons with the County (BCCPC) Joint Bid - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- **Purchase used dump truck from Jackson Township** – Vice Chairman Feick stated that he expects the dump truck may soon be available for purchase. *Chairman Deck made a motion to pursue the purchase and authorize price negotiations with Jackson Township - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

- **Quote for guard rail repair** – The Board reviewed two quotes from Wm. Orr & Sons, Inc. for repairs to damaged sections of guardrail on Teen Challenge Road – one for \$1,612.50 for a section damaged by natural causes and another for \$6,657.00 for damages caused as the result of a recent accident that also destroyed two road signs. The quote for \$6,657.00 plus a \$478 bill from the Township for replacement of two signs has been submitted to the responsible party’s insurance for payment. *Supervisor Zimmerman made a motion to sign both quotes, approve payment for the repairs needed due to natural causes when billed and approve and make payment on the accident damage repairs when the claim is paid, or sooner should Wm. Orr & Sons request or require payment prior to the insurance claim being settled - - seconded by Vice Chairman Feick and passed unanimously (3-0),*

**Fire Chiefs’ Report** – Vice Chairman Feick reviewed activity for the Keystone Fire Company and read the report for the Rescue Fire Company for January, 2024.

### **SEWER OPERATIONS**

**Judgements and Delinquent Sewer Accounts:** No action needed.

### **UNFINISHED BUSINESS:**

- **Utility Truck** – Supervisor Zimmerman made a motion to adjust amount of ARPA funds approved for payment of E.M. Kutz’s bill from \$71,748 to \$72,373.97 - - seconded by Vice Chairman Feick and passed unanimously (3-0).
- **2023 Fiscal Year Audit** – Vice Chairman Feick made a motion to authorize the Township and Sewer Service Secretaries to sign Consent Confirmation Letters, upon receipt from the Riley & Company, for each of the bank accounts they are authorized signers on - - seconded by Supervisor Zimmerman and passed unanimously (3-0).
- **Mar Allen payment** – Per the Township Engineer’s recommendation, *Vice Chairman Feick made a motion to pay Mar-Allen Concrete Products \$5,377.42 (the retainage amount held from their December 2018 invoice for work done on the Midway Road Bridge) - - seconded by Supervisor Zimmerman and passed unanimously (3-0)..*

### **NEW BUSINESS:**

- **Fuel Tank** – Chairman Deck requested that the cap on the fuel tank be replaced or repaired.
- Vice Chairman Feick shared that there have been problems with ordering and getting deliveries from the current supplier under the County Fuel Bid. The Solicitor recommended reaching out to BCIU and checking the Fuel Bid agreement to determine if the Township and the supplier are meeting the terms in the agreement. Additionally, the Board agreed to seek some information from local suppliers and check Costars for suppliers to help determine if buying direct might be a better option in the future.
- **DEP Annual Report for on-lot Sewage** – *Vice Chairman Feick made a motion to approve submitting the DEP Annual Report for on-lot Sewage to the PA DEP - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**CORRESPONDENCE:**

- **Valic Proxy Statement (457b Plan)** – *Vice Chairman Feick made a motion to ratify authorizing the Chairman to sign and mail the Proxy Statement - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**OTHER BUSINESS:**

- **Discuss tax to help fund fire and ambulance emergency services.** The Board, Solicitor and public in attendance discussed a possible tax being put in place to help fund fire and ambulance emergency services. Some of the topics of the conversation were:
  - o Talks needed with the two Fire Companies and Bethel Ambulance to work out an agreement regarding membership for residents paying the tax.
  - o Bethel Ambulance and what agreements, if any, they may have with neighboring ambulance services.
  - o Different distribution amounts for each Fire Company – possibly some combination of a flat amount and an amount calculated on that particular Fire Company’s call responses.
  - o The number of mils to consider and the revenue it would generate
  - o Establishing a policy for tax relief for active Volunteer Firefighters
  - o Work on this would need to be finalized in the fall, and be part of the budget and the annual Tax Resolution, in order to be on the 2025 tax bills.

It was agreed some more information could be gathered including input from the County, what the law is and to also try to gather some examples from other Second-Class Townships in the County. The Board will continue the discussion at the March meeting with the intention of scheduling a workshop sometime thereafter.

**TRAINING AND OTHER INVITATIONS**

- **Center for Excellence in Local Government invitation to Municipal Officials Dinner.** All three Board members, along with some Planning Commission members, plan to attend. Mrs. Judy is to RSVP.

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

**Transfer funds from General Fund to State Fund.** Per PennDOT Representative’s instruction, \$10,478.06 was transferred from the General Fund to the State Fund Account to refund an over expenditure in 2023 (more than the allowed 20% of award was used to pay the heavy equipment lease payment); *Supervisor Zimmerman made a motion to ratify approval of the transfer of \$10,478.06 from the General Fund to the State Fund - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Account Balances for the end of January, 2024 were as follows:

General Account	\$ 7,013.39
1 <sup>st</sup> Citizens General Holding Acct	\$ 214,482.19
General Prime Account	\$ 416,254.67
State Aid Account	\$ 35,315.78
Street Light Account	\$ 26,337.12
Recreation Fund – Class Account	\$ 15,979.60
Recreation Fund – Prime Account	\$ 93,292.29
Payroll Account	\$ 15,366.03
American Rescue Plan Account	\$ 243,626.20

Payments of Bills for this February 14, 2024 meeting are:  
General Account – Checks #21921-21986 in the amount of \$63,052.20  
Street Light Account – Check #496 in the amount of \$1,911.36  
Recreation Fund – Checks # 154-157 in the amount of \$605.88  
Recreation Planning – Checks # 123-125 in the amount of \$4,924.90  
American Rescue Plan Account – Check 1009 in the amount of \$72,373.97  
Total Expenses for this February 14, 2024 Meeting are \$142,868.31

*Vice Chairman Feick made a motion to approve the payments of the bills for this February 14, 2024 meeting - - seconded by Supervisor Zimmerman passed unanimously (3-0).*

Sewer Accounts balances for the end of January, 2024 were as follows:

Sewer Operation Class Account – \$8,262.02  
Sewer Operation Prime Account - \$135,729.54  
Balance in the Sewer Holding Account - \$87,140.23  
Debt Service Account - \$460,554.36

Payments of Bills in the Sewer Operation Account for this February 14, 2024 meeting are:

Check #3135 to 3157 in the amount of \$38,623.79

*Vice Chairman Feick made a motion to approve the payments of the sewer bills for this February 14, 2024 meeting - - seconded by Supervisor Zimmerman passed unanimously (3-0).*

**EXECUTIVE SESSION (if needed):** The Board did not call an Executive Session.

**ADJOURNMENT OF MEETING**

*Chairman Deck made a motion to adjourn the meeting at 10:12 P.M. - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Respectfully Submitted,

Kathy Judy, Secretary  
Tulpehocken Township