

**Tulpehocken Township
Board of Supervisors
Meeting of July 10, 2024**

The Tulpehocken Township Board of Supervisors met on July 10, 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 Atty. Michelle Mayfield, Township Solicitor; Bryan Dronick, Police Chief and Kathy Judy, Township Secretary / Treasurer.

There were no members in the audience.

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

EXECUTIVE SESSION: The Board met for an Executive Session on Wednesday, June 12, 2024 to discuss litigation and personnel matters.

APPROVAL OF MINUTES:

- *Vice Chairman Feick made a motion to approve the minutes from the May 15, 2024 Workshop Meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- *Vice Chairman Feick made a motion to approve the minutes from the June 12, 2024 Board of Supervisors Meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- *Supervisor Zimmerman made a motion to approve the minutes from the June 19, 2024 Workshop Meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

ADMINISTRATIVE ACTIONS:

Personnel: The Board discussed a Military Leave of absence for Officer Guacci and that it will be a paid leave up to 15 days, per the statute.

Planning Commission Recommendations:

- **Florence Shrack Revocable Trust Subdivision** – With time having expired, Devon Henne PLS, the applicant’s engineer, presented a 134-day time extension letter to the Township to run retroactively as necessary and also cover a continuance until the November Board of Supervisors meeting, which would be November 13, 2024. In accordance with the Planning Commission’s July 2, 2024 recommendation, *Supervisor Zimmerman made a motion to accept the Florence Shrack Revocable Trust time extension to November 13, 2024 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- **Rehlersburg Christian School Land Development** – Time expires July 31, 2024. Earth & Sky Design LLC, the applicant’s engineer, presented a time extension letter to the Township for a continuance until the August Board of Supervisors meeting, which would be August 14, 2024. In accordance with the Planning Commission’s July 2, 2024 recommendation, *Supervisor Zimmerman made a motion to accept the Rehlersburg Christian School time extension to August 14, 2024 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Solicitor Legal Discussion:

- Village Estates agreements, dedication of pump station and outstanding bills - This should be finalized and ready to be discussed further at the August Board of Supervisors meeting.

Escrow Release: None

Correspondence from Zoning Officer:

- **June Update:** The Zoning Officer Reported that:
 - o 30 Little Swatara Church Road (Landis property) – A Zoning Appeal Application was submitted in response to the Notice of Violation/Cease & Desist. The applicant may ask for an extension to holding the hearing. This would give them time to address our issues and the County issues and then continue with a Zoning Hearing for relief if it is needed.
 - o 44 Rehrersburg Road (Gerera / Santiago property) – It was confirmed that there is no violation of the Zoning Ordinance that can be acted on; the violation is to the Property Maintenance Ordinance. – *Supervisor Zimmerman made a motion authorizing the Solicitor to proceed with filing an injunction - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
 - o 21 Rehrersburg Road (Michael Kline property) – The camper is still on site. How would the Board like to proceed? – *Vice Chairman Feick made a motion that the camper owner be served with a Notice of Violation and the property posted - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
 - o 4 Chloe Drive (Clifton property) – Constructing without permits - a Notice of Violation has been sent.
 - o 34 Little Swatara Church Road – Constructing without permits – a Notice of Violation has been sent.

Land Development: None

Recreation:

- Lions Park: Maintenance and operation repairs and purchases:
 - o Roof repair and painting – Fisher Enterprises has given a verbal quote of \$12,500 for cleaning, making minor repairs and applying two sprayed coats of paint to the Lions Den, the pavilion and the other outbuildings’ roofs. Longanecker did not give a quote; he’s not taking new jobs. *Supervisor Zimmerman made a motion to accept the quote and hire Fisher Enterprises to repaint the park roofs - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
 - o Refinish Lions Den Floor – The Recreation Board has requested approval and payment for a sander rental and products to refinish the floor; a Lions Club member is volunteering to do the work. The Solicitor is requiring the Recreation Board to provide a quote for the rental and material costs and the credentials of the person that would be doing the work. The Board of Supervisors will also obtain a quote from an outside contractor for the job. This will then be revisited at a later meeting.
 - o Park Sign – The Recreation Board is requesting installation of a park sign and another sign to display project funding information and the Master Grant Map to show future development plans for the park. After some discussion, this was tabled until additional quotes for the sign are obtained and grant agreement requirements can be confirmed.

The Board agreed that prior to the September Preliminary Budget Meeting, the Recreation Board should provide a budget for what they foresee needing in 2025.

STAFF REPORTS:

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

	<u>Tulpehocken</u>	<u>Marion</u>
MILES PATROLLED	1861	745
GALLONS OF FUEL	200.5	
HOURS WORKED	532.5	60
PATROL HOURS	212.25	49
TULPEHOCKEN AREA SCHOOL DIST. HOURS	0	
TOTAL INCIDENTS	5	2
TOTAL COMPLAINTS	3	0
MISCELLANEOUS CALLS FOR SERVICE	14	5
FOLLOW-UP INVEST	4	1
TELEPHONE ASSIGNMENTS	11	2
COMM/RESIDENTIAL ALARMS	0	0
EMS/FIRE ADVISORIES	19	12
TRAFFIC STOPS	42	21
CITATIONS ISSUED	35	19
NON-TRAFFIC CITATIONS	0	0
TRAFFIC WARNINGS	7	2
WARRANTS	0	1
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	5	1
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	1	0
SECURITY CHECKS	1	0
POLICE ASSISTS	13	0
MOTORISTS ASSISTS	1	0
COURT APPEARANCES	3	1
SCHOOL (TRAINING) HOURS	20	

Chief Dronick reported that during the month of May there were 147 calls received through Berks County 911; noting that fourteen (14) were for Teen Challenge.

- Memorandum of Understanding – *Supervisor Zimmerman made a motion to authorize the Chairman to sign the Memorandum of Understanding between the Tulpehocken Police and Tulpehocken Area School District for the 2024/2025 School Year - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Chairman Deck thanked Chief Dronick for his fast response to the recent home fire in town. He stated that he thought the Police and the fire and emergency responders did a tremendous job and wanted to recognize them all for a job well done, saying that it was plain to see everyone was well trained in their duties and he was impressed with their performance.

Road Master's Report: Vice Chairman Feick read the June, 2024 report. The work consisted of sewer maintenance, reading meters, taking two blowers off that need to be replaced, took the truck to Brown Signs, highway mowing, cleaned out the pump stations, posting Zoning Hearing Notices, went for parts and did some road patching.

- **Road Project**

- o **Bid updates** – A \$40.00 mathematical error on the contract attachment was found, it was included in the line item amount but not in the total and it had no impact on the results of the bid award; Allan Myers remained the low bidder. *Supervisor Zimmerman made a motion to ratify award of the Road bid to Allan Myers for the corrected amount of \$194,740.00 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- o **Contract** - All paperwork has been received – *Supervisor Zimmerman made a motion to authorize signing the Contract with Allan Myers, LP for the 2024 Paving Project No. 24-06-239—01 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

- **Equipment Repairs and Purchases**

Vice Chairman Feick reported that the tower that the Township's radio repeater was located on was sold. The repeater is off. We will need to research if there is, or was, an agreement with Triangle Communications or the previous owners, Donnelly or Greens Communications. The repeater, co-owned with Bethel Township, will also need to be located. He will contact Triangle to discuss the situation.

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

SEWER OPERATIONS:

- **Judgements and Delinquent Sewer Accounts:**

- o **21 East Market Street** – The transfer of the judgement was delayed while the property owner awaited a grant determination. The transfer of the judgement will be able to move forward now. Once Judgement is received, personal property sale may be authorized.

- **Update on Teen Challenge 2023 billing:** Teen Challenge has responded to our May 21, 2024 letter. They have proposed making six monthly payments to pay the 2023 underbilled amount owed. *Supervisor Zimmerman made a motion to accept the payment plan and authorize execution of the Payment Plan Agreement - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

- **Process Masters** – The Board reviewed a letter and price update information received from Process Masters. The increases are effective July 1, 2024.

- **357 Godfrey Street** – The Board discussed a partial waiver/discount to sewer service fees in light of the July 1st fire and current vacancy. There is currently an outstanding balance on the account. *Supervisor Zimmerman made a motion to grant conditional approval of a 50% hardship relief discount. Conditions are that 1. the outstanding balance must first be paid in full before the account can begin being billed at the reduced rate; 2. every three months the homeowner must provide the Township with a status update on renovations and expected return date; and 3. The homeowner must promptly notify the Township when they return home full time - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Vice Chairman Feick reported that both sewer plants need replacement blowers at a cost of approximately \$2,600 each.

UNFINISHED BUSINESS:

- **Emergency services tax** – Workshop meetings to discuss an Emergency Services tax to help fund Fire and EMSs in the Township have been held on April 24, 2024, on May 15, 2024 and on June 19, 2024.

As discussed at the June 19th Workshop, *Supervisor Zimmerman made a motion to ratify authorization to advertise a Public Workshop to be held at 6:30 P.M. on Wednesday, July 17, 2024 at 27 Rehrersburg Rd. in the School District Office Boardroom - - seconded by Vice Chairman Feick and passed unanimously (3-0).* In addition to the advertisement, notices have also been posted at locations throughout the Township and on available signs in the Township.

Chairman Deck made a motion to authorize the Solicitor to send an advisory opinion letter to the State Ethics Board regarding Supervisors voting on a Fire Tax - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

- **Township Phone System** – Chief Dronick provided the Board with an updated quote from Sage. He shared that this is not a cloud-based system and also some information about some features of the system. No action was taken at this time.

NEW BUSINESS:

- The Annual Car Show will be held on Saturday, September 7, 2024 from 2:30 PM – 9:00 PM. *Supervisor Zimmerman made a motion to authorize signing and submitting the Special Event Permit application to PennDOT and sending letters to Bernville and Womelsdorf Boroughs requesting Fire Police assistance during the event - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

CORRESPONDENCE: None

OTHER BUSINESS: None

TRAINING AND OTHER INVITATIONS:

Chief Dronick advised that it is Tulpehocken’s year to host National Night Out. It will be in Mt. Aetna on Tuesday, August 6th from 5:00 PM to 8:00 PM.

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS:

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

General Account	\$ 10,691.11
1 st Citizens General Holding Acct	\$ 205,249.78
General Prime Account	\$ 425,656.38
State Aid Account	\$ 241,773.25
Street Light Account	\$ 33,277.13
Recreation Fund	\$ 130,212.46
Payroll Account	\$ 18,827.61
American Rescue Plan Account	\$ 133,373.00

Payments of Bills for this July 10, 2024 meeting are:

General Account – Checks #22162-22194 in the amount of \$29,588.34

Street Light Account – Checks #504-506 in the amount of \$2,126.73

Recreation Fund – Checks #169-172 in the amount of \$533.98

Total Expenses for this July 10, 2024 Meeting are \$32,249.05

Vice Chairman Feick made a motion to approve the payments of the bills for this July 10, 2024 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

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

Sewer Operation Class Account – \$ 906.65

Sewer Operation Prime Account - \$138,795.18

Balance in the Sewer Holding Account - \$20,758.08

Debt Service Account - \$470,956.63

Payments of Bills in the Sewer Operation Account for this July 10, 2024 meeting are:

Check #3226 to 3244 in the amount of \$28,176.67

Supervisor Zimmerman made a motion to approve the payments of the sewer bills for this July 10, 2024 meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).

Transfer of Sewer Funds – \$58,000.00 was approved for transfer in the 2024 budget. At this time it is necessary to transfer a portion of those funds. *Vice Chairman Feick made a motion to authorize the transfer of \$30,000 from the Sewer Service Prime to the Sewer Service Class Account - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

EXECUTIVE SESSION (if needed):

ADJOURNMENT OF MEETING: *Vice Chairman Feick made a motion to adjourn the meeting at 9:15 P.M. - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Respectfully Submitted,

Kathy Judy, Secretary
Tulpehocken Township