

**Tulpehocken Township
Board of Supervisors
Meeting of December 11, 2024**

The Tulpehocken Township Board of Supervisors met on December 11, 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.

Members of the audience included Mike Najarian, Denny Boyer and John Sheaffer.

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. Chairman Deck called for a moment of silence in honor and remembrance of Tulpehocken Township part-time Road Employee Randall Haag.

PUBLIC COMMENTS: Mike Najarian shared the latest statistics information from the Bethel-Tulpehocken Public Library.

APPROVAL OF MINUTES:

Supervisor Zimmerman made a motion to approve the minutes from the November 13, 2024 Budget Review Meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).

Supervisor Zimmerman made a motion to approve the minutes from the November 13, 2024 Board of Supervisors Meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).

OPENING OF SEALED BIDS FOR FUEL ISLAND/TANK PROJECT: The following bids were solicited by legal advertisement and were obtained by the Township Office by 12:00 PM:

Bidder	Total
TTI Environmental	\$ 187,809.00
Hafer Petroleum Equipment	\$ 138,920.95
S&W Petroleum Services	\$ 88,000.00

After all of the bids and S&W's Bid Sheet were reviewed by the board, *Vice Chairman Feick made a motion to, subject to the Township Solicitor's review, accept the bid from, and award the Fuel Island/Tank Project to, S&W Petroleum Services, Inc. for the bid amount of \$88,000.00 to be paid with American Rescue Act Funds - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

ADOPTION OF 2025 BUDGETS FOR TOWNSHIP AND SEWER ACCOUNTS

- **Budget Certification for Township Funds year 2025:** – The 2025 Budget for all Township accounts, except the Sewer Service, proposes revenues of \$2,073,347 and expenditures of \$1,861,373. *Vice Chairman Feick made a motion to adopt **Resolution 2024-13** to enact the 2025 Budget - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- **Budget Certification for Sewer Service Funds year 2025:** – The 2025 Budget for all public sewer funds proposes revenues of \$502,422 and expenditures of \$500,105. *Supervisor Zimmerman made a motion to adopt **Resolution 2024-14** to enact the 2025 Sewer Budget - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- **Tax Levy for 2025** – *Resolution 2024-15* fixes taxes for the year 2025 to remain the same; no changes are proposed. *Supervisor Zimmerman made a motion to adopt the Tax Levy **Resolution 2024-15** to enact the tax levy for 2025 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

ADMINISTRATIVE ACTIONS:

Personnel: Chief Dronick reported that Officer Guacci's one-year probation as a new hire officer expires on January 1, 2025. In agreement with a recommendation from the Chief, *Supervisor Zimmerman made a motion to end Officer Guacci's probation and promote him from Patrolman 2 to Patrolman 1 effective January 1, 2025 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Vice Chairman Feick reported that David Ray Patrick is available to fill-in as a part-time Road Employee. The Board discussed David's experience and qualifications. *Vice Chairman Feick made a motion to hire David Patrick as a part-time Road employee - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Planning Commission Recommendations:

165 Greble Road, Shank Door – In accordance with the Planning Commission's recommendation, *Vice Chairman Feick made a motion to approve the applicant's waiver requests related to sections: 205 to allow the plans to be submitted as Preliminary/Final, 302.1 to go to a 60 plan scale to keep the plan on one sheet and 602.12 for relief from vegetative buffer requirement on the two sides that are bordered by cropland - - seconded by Supervisor Zimmerman and passed unanimously (3-0).* No action was taken regarding plan approval – this is tabled until updated plans are submitted and reviewed.

4999 Four Point Road, Nolt Investments has granted a time extension to April 3, 2025. In accordance with the Planning Commission's recommendation, *Vice Chairman Feick made a motion to accept the time extension - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Solicitor Legal Discussion: Two litigation matters tabled for Executive Session

Escrow Release: None

Correspondence from Zoning Officer:

30 Little Swatara Church Road (Landis property) – The Zoning Officer reported that the owners are still working with the County to provide proof of the current and intended use. Once that is complete, we can request a withdraw of the Zoning Appeal Application currently on hold and proceed to obtain and issue permits for the work that was done at the property.

44 Rehrersburg Road (Gerera / Santiago property) – The owners were served and did not file an answer. The Solicitor will be issuing a Notice of Default, if they don't answer at that time a Court Order will be requested.

- Review Zoning Appeal Application for 37-C Summer Mountain Road, Samantha Miszler • The Zoning Hearing date is December 17, 2024 but is expected to be continued to January 17, 2025 at the request of adjoining property owners • The property is in the EAP District • The application is for a variance to operate an Agritainment / Event Space. After the Board reviewed and discussed the application and the Planning Commission's review, *Vice Chairman Feick made a motion to make no comment or recommendation to the Zoning Hearing Board - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- Review Zoning Appeal Application for 4425 Route 419, Magdalena Gantea • The Zoning Hearing date is December 17, 2024 • The property is in the EAP District • The application is for dimensional variances in order to subdivide the property into three separate lots that will not comply with lot requirements and 2nd floor occupancy above a private garage. After the Board reviewed and discussed the application and the Planning Commission's review, *Vice Chairman Feick made a motion to make no comment or recommendation to the Zoning Hearing Board - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Land Development:

- **Village Estates** – In addition to the Deed of Dedication for the Pump Station, the Solicitor is drafting an Easement Agreement, since the plans do not call for the transfer of the property that the Pump Station is located on. The Dedication and Easement are tabled to the January 6, 2025 Board of Supervisors meeting.

Recreation:

- **Lions Park:** Maintenance and operation repairs and purchases: The board discussed doing the routine cleaning of the furnace.
- **Update on DCED GTRP Grant** – no update at this time; the application is still under review at DCED.
- **Statewide Local Share Account (LSA) Grant** – Chairman Deck made a motion to ratify adoption and execution of Resolution 2024-12, to apply for LSA Grant and designate signers of grant documents - - seconded by Supervisor Zimmerman and passed (2-0).

STAFF REPORTS:

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

	Tulpehocken	Marion
MILES PATROLLED	2319	998
GALLONS OF FUEL	242	
HOURS WORKED	578.75	60
PATROL HOURS	321.25	49
TULPEHOCKEN AREA SCHOOL DIST.	36.75	
TOTAL INCIDENTS	11	1
TOTAL COMPLAINTS	11	6
MISCELLANEOUS CALLS FOR SERVICE	62	7
FOLLOW-UP INVEST	3	3
TELEPHONE ASSIGNMENTS	11	5
COMM/RESIDENTIAL ALARMS	3	0
EMS/FIRE ADVISORIES	44	5
TRAFFIC STOPS	42	13
CITATIONS ISSUED	36	10
NON-TRAFFIC CITATIONS	3	0
TRAFFIC WARNINGS	6	5
WARRANTS	0	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	4	1
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	0	0
SECURITY CHECKS	11	2
POLICE ASSISTS	14	0
MOTORISTS ASSISTS	2	0
COURT APPEARANCES	0	4
SCHOOL (TRAINING) HOURS	0	

Chief Dronick reported that during the month of November there were 202 calls received through Berks County 911; noting that twenty-one (21) were for Teen Challenge.

Equipment Repairs and purchases

Firearms Qualifying Instructor Training – Chief Dronick advised that Officer Hepler will need to attend this mandatory, two-day Instructor training in February, 2025. He explained that in addition to the training cost, there will also be a cost to reimburse Officer Hepler for hotel accommodations and that Bethel Township has agreed to split the costs with Tulpehocken Township. *Supervisor Zimmerman made a motion to approve paying half of the training and hotel costs for Officer Hepler to attend - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Holiday shifts and Police coverage – Chief Dronick asked the Board if they wanted to approve scheduling an officer for New Years Eve – No action taken.

Road Master's Report: Vice Chairman Feick read the November, 2024 report. The work consisted of monthly sewer maintenance, reading of meters, working in the shop, going over paperwork for the Fuel Island/Tank project, pothole patching, one sewer inspection, changed pumps at Lancaster Avenue Pump Station, two sewer call-outs, highway mowing, putting snow equipment on the trucks, went to a DEP class for sewer, working on the police car, and getting a couple of trucks ready for inspection.

- **Mt. Aetna repair of highway fire damage from August 12, 2024 accident** – no update at this time.
- **Equipment Repairs and Purchases** - Vice Chairman Feick reported that the small Ford dump truck needs to go to E.M. Kutz for repair; the hydraulics are not working properly,

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

SEWER OPERATIONS:

- **Judgements and Delinquent Sewer Accounts**
 - **6 Magdalena Street, Heckman property** – We've been unable to serve notice. In order to proceed with the Sheriff Sale, *Supervisor Zimmerman made a motion authorizing the Solicitor to proceed with a public notice of Sheriff Sale - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
 - **7653 Lancaster Avenue, Norce property** – We've been unable to serve notice. Notice can be served at the owner's place of employment for an additional \$45.00 fee since it is outside of Berks County. *Vice Chairman Feick made a motion authorizing the Solicitor to proceed with having the notice served out-of-county - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
 - **21 East Market Street, Weik property** – documentation to commence the Sheriff Sale has been filed.
- **Sewer Service equipment repairs and purchases** – None

UNFINISHED BUSINESS:

- **Commit balance of ARPA funds** – The Board requested quotes for a new municipal building sign with digital message board from three Costar suppliers: Horst Signs, Signature Sign, Inc and Bartush Signs. After reviewing and discussing the quotes received, *Chairman Deck made a motion to accept the proposal from, and award the project to, Signature Sign, Inc. under Costar contract for \$39,340.00 to be paid for with American Rescue Plan Funds - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- The Board discussed committing the balance of the American Rescue funds to purchase speed limit signs for the villages. *Chairman Deck made a motion to use American Rescue funds to purchase speed limit signs for the Villages of Rehrersburg and Mt. Aetna - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- **2025 Meeting Dates** – *Supervisor Zimmerman made a motion to authorize advertisement of the 2025 Meeting dates - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

NEW BUSINESS:

- Commercial and Workman Compensation Insurance policies quotes. Bowman Insurance is interested in providing a quote. The Board discussed this and were in favor of getting some quotes before the next renewal.
- Outdoor bulletin board – *Vice Chairman Feick made a motion to ratify the purchase of a replacement outdoor bulletin board for the municipal building for \$589.00 from JDM Office Supply - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

CORRESPONDENCE:

OTHER BUSINESS:

TRAINING AND OTHER INVITATIONS:

Berks County Public Works Association meeting is Wednesday, January 8, 2025 in Oley (snow makeup Thursday, January 9, 2025). Registration is due by December 20, 2024. Vice Chairman Feick indicated he and one other Road Employee would attend.

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS:

Fire Company donations – *Supervisor Zimmerman made a motion to approve changing the distribution of the annual donation to the two Fire Companies from an even split to a 40/60 split to more closely correspond with the size of each company’s run card area - - seconded by Chairman Deck and passed (2-0-1) Vice Chairman Feick abstained, stating for the record that he has a conflict due to being an Officer with Keystone Fire Company.*

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

General Account	\$ 9,000.20
1 st Citizens General Holding Acct	\$ 339,279.74
General Prime Account	\$ 434,945.48
State Aid Account	\$ 247,047.14
Street Light Account	\$ 25,210.68
Recreation Fund	\$ 120,268.43
Payroll Account	\$ 16,141.13
American Rescue Plan Account	\$ 136,282.14

Payments of Bills for this December 11, 2024 meeting are:

- General Account – Checks #22340-22384 in the amount of \$61,938.68
- Street Light Account – Check #512 in the amount of \$1,860.24
- Recreation Fund – Checks #188-189 in the amount of \$222.88
- Total Expenses for this December 11, 2024 Meeting are \$64,021.80

Vice Chairman Feick made a motion to approve the payments of the bills for this December 11, 2024 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

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

- Sewer Operation Class Account – \$ 11,775.66
- Sewer Operation Prime Account - \$ 111,214.43
- Balance in the Sewer Holding Account - \$ 37,369.13
- Debt Service Account - \$ 481,234.29

Payments of Bills in the Sewer Operation Account for this December 11, 2024 meeting are:

- Checks #3304 to 3322 in the amount of \$ 23,872.51

Supervisor Zimmerman made a motion to approve the payments of the sewer bills for this December 11, 2024 - - seconded by Vice Chairman Feick and passed unanimously (3-0).

EXECUTIVE SESSION: At 9:50 P.M. the Board called an Executive session. At 10:26 P.M. the Board returned from Executive Session Executive Session where litigation regarding sewer and potential litigation for paving were discussed. *Supervisor Zimmerman made a motion authorizing the Solicitor to file proof of claim against the Beddleyoung bankruptcy - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

ADJOURNMENT OF MEETING: *Supervisor Zimmerman made a motion to adjourn the meeting at 10:29 P.M. - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Respectfully Submitted,

Kathy Judy, Secretary
Tulpehocken Township