

**Tulpehocken Township
Board of Supervisors
Meeting of January 6, 2025**

The Tulpehocken Township Board of Supervisors met on January 6, 2025, 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; Ashley Batdorf, Tax Collector; Bryan Dronick, Police Chief and Kathy Judy, Township Secretary / Treasurer.

Members of the audience included Bill Dewart and Jennifer Gutekunst

CALL TO ORDER: Chairman Deck called the meeting to order at 7:03 P.M.

The meeting continued with the pledge to the American Flag.

PUBLIC COMMENTS: None.

APPROVAL OF MINUTES:

Supervisor Zimmerman made a motion to approve the minutes from the December 11, 2024 Board of Supervisors Meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).

ADMINISTRATIVE ACTIONS:

Personnel

- Approve Appointment of Deputy Tax Collector – Ashley Batdorf submitted a form to appoint Lori A. Deck as Deputy Tax Collector. *Supervisor Zimmerman made a motion to adopt Resolution 2025-8 for the appointment of Lori A. Deck as Deputy Tax Collector and to authorize Vice Chairman Feick to sign the appointment form - - seconded by Vice Chairman Feick and passed (2-0-1). Chairman Deck abstained, stating for the record that he has a conflict and is abstaining due to his relationship to Lori A. Deck.*

- Approve wages for incoming Elected Tax Collector – The Board discussed the Tax Collector compensation on taxes collected (currently 4% on discount and flat rate and 5% on late/penalty taxes). *Supervisor Zimmerman made a motion to authorize preparation of the appropriate documentation to amend the Tax Collector Wages to 5% for discount, flat and late/penalty taxes collected, to be effective January 1, 2026 with the commencement of the next incoming elected term; and to authorize advertisement, if necessary; to be considered for acceptance at the February meeting and before the Election Services deadline - - seconded by Vice Chairman Feick and passed (2-0-1). Chairman Deck abstained, stating for the record that he is abstaining because of his relationship to Lori A. Deck, Deputy Tax Collector.*

- Increase Tax Certification fee to \$25.00 – The Board discussed all of the current fees and agreed there were other changes that would be appropriate and should also be updated, specifically to increase the tax certification fee to \$40.00, the return check fee to \$50.00, leave the duplicate bill fee at \$5.00 and check to see what the County allows to be charged for trailer removal. *Supervisor Zimmerman made a motion authorizing the Solicitor to prepare a resolution amending fees the Tax Collector is authorized to charge; the resolution to be considered for adoption at the February meeting - - seconded by Vice Chairman Feick and passed (2-0-1). Chairman Deck abstained, stating for the record that he is abstaining because of his relationship to Lori A. Deck, Deputy Tax Collector.*

- Discuss wages for incoming Elected Supervisors – PA Act 94 of 2024, effective December 1, 2024 increased the allowable compensation cap for Supervisors, in Second Class Township’s with population less than 5,000, from \$1,875 to \$3,145 annually and effective at the beginning of the next term of the Supervisor. *Supervisor Zimmerman made a motion to approve increasing the annual compensation to \$3,145, to authorize the Solicitor to prepare the Ordinance and to authorize advertisement; the Ordinance to be considered for enactment at the February meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Planning Commission Recommendations:

- 40 New Schaefferstown Road, Austin Hurst Ag Operation - Plans and waiver requests to expand an existing poultry operation by constructing a second layer barn were submitted. After discussing the plans and the Planning Commission recommendations, *Vice Chairman Feick made a motion to grant a waiver request for the Preliminary/Final Plan to proceed as a Final/one step plan - - seconded by Supervisor Zimmerman and passed unanimously (3-0). Supervisor Zimmerman made a motion to accept a time extension, if one is needed and received from the applicant or their engineer - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- 4845 Route 419, Hetrickdale Rick Farm - A Waiver of Land Development for a heifer barn was received. The Board discussed the application, the Township Engineer’s January 5, 2025 review letter and the Planning Commission’s recommendation. *Vice Chairman Feick made a motion to grant conditional approval once all of the of the comments and requirements of the Engineer’s January 5, 2025 letter are addressed and satisfied - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Solicitor Legal Discussion:

44 Rehdersburg Rd. – The Solicitor reports that Notice of Default is being done.

Escrow Release: None.

Correspondence from Zoning Officer:

December update:.

30 Little Swatara Church Road – The Zoning Officer reports that the property owner is still working with the County on approved uses.

44 Rehdersburg Road (Gerera / Santiago property) – See Solicitor Legal Discussion above.

- **Review Zoning Appeal Application for 7664 Lancaster Avenue, Shannon Horst** • The Zoning Hearing date is January 16, 2025 • The property is in the Village Center District • The application is for special exceptions and conditional use to use the property as a short-term rental. After the Board reviewed and discussed the application and the Planning Commission’s review, *Supervisor Zimmerman made a motion to recommend that, if the Zoning Hearing Board were to approve the application, it should include the following conditions/requirements in the decision: that the applicant must*
 - Present a shared driveway easement agreement
 - Appoint a local manager if they are not within a 25-mile radius
 - Provide off street parking of at least one space for each guest bedroom
 - Provide proof of registration and payment of State, County and Local Hotel taxes
 - Submit a permit, fee and annual renewal
 - Provide a smoke detector in each bedroom, outside the bedrooms and in hallways
 - Provide at least one fire extinguisher, post the location of the fire extinguisher and post the property address for emergency calls
 - Comply with the applicable square footage of the property maintenance code
 - Agree to an annual inspection for compliance - - seconded by Vice Chairman Feick and passed unanimously (3-0).

- **Discuss Zoning regulations for agritainment and short-term rentals.** The Board discussed the number of Air BNB's and the increased interest in establishing short term rentals and event spaces in the Township. The Board is in agreement with the Planning Commission's recommendation and will be scheduling a workshop and joint meeting to discuss possible updates to the Zoning Ordinance.

Land Development:

- Village Estates Deed of Dedication of Pump Station and Easement Agreement. Additional time is needed to address the easement – the matter is tabled to a future meeting.

Recreation:

- Lions Park Underground water leak – the Board discussed possible methods to trace the underground lines and locate the leak, no action taken at this time.
- Eagle Scout project – the Recreation Board has made a recommendation that the Board of Supervisors approve an Eagle Scout project to make improvements to the Lions Den building handicap ramp at the park; the Lions Club would oversee the project. Before approving, the Board will reach out to invite the Scout to attend an upcoming meeting to make the request in person and talk about the project.

STAFF REPORTS:

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

	Tulpehocken	Marion
MILES PATROLLED	2261	879
GALLONS OF FUEL	226	
HOURS WORKED	544.5	60
PATROL HOURS	310	42
TULPEHOCKEN AREA SCHOOL DIST.	29	
TOTAL INCIDENTS	9	5
TOTAL COMPLAINTS	2	2
MISCELLANEOUS CALLS FOR SERVICE	50	5
FOLLOW-UP INVEST	6	2
TELEPHONE ASSIGNMENTS	19	9
COMM/RESIDENTIAL ALARMS	0	2
EMS/FIRE ADVISORIES	23	11
TRAFFIC STOPS	15	9
CITATIONS ISSUED	15	15
NON-TRAFFIC CITATIONS	0	0
TRAFFIC WARNINGS	4	3
WARRANTS	0	1
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	4	6
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	1	0
SECURITY CHECKS	18	3
POLICE ASSISTS	11	0
MOTORISTS ASSISTS	1	0
COURT APPEARANCES	4	4
SCHOOL (TRAINING) HOURS	0	

Chief Dronick reported that during the month December there were 154 calls received through Berks County 911; noting that nineteen (19) were for Teen Challenge.

- **Equipment Repairs and purchases** – None.

Road Master's Report: Vice Chairman Feick read the December, 2024 report. The work consisted of working in the shop, went to E.M. Kutz for truck, mixed anti-skid and salt, monthly sewer maintenance, reading of meters, posting a public hearing, removing a tree on Four Points Road, working on police car, working on equipment, four snow events, cleaning out pump stations, hauling anti-skid, and sewer alarm call-out.

- **Mt. Aetna repair of highway fire damage from August 12, 2024 accident** – no update at this time.
- **Road Project update** – Correspondence was received from Allen Myers. The Township Solicitor will respond advising that we have found that only a portion of the punch list work was done and that no notice that they were coming out was received ahead of time. The letter will also advise that we will be discussing the levelling with PennDOT again and will be back in touch with them following that.
- **Equipment Repairs and Purchases:**

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

SEWER OPERATIONS:

- **Judgements and Delinquent Sewer Accounts**
- **4 Goose Run Road Disconnect and Waiver of Fees** – The owner has inquired about relief from Sewer Service fees since the recent fire. *Supervisor Zimmerman made a motion to, upon receipt of the a disconnect application, approve a full waiver of disconnect, re-connect and user fees effective 01/01/2025 and until the home is rebuilt and occupied - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- **Sewer Service equipment repairs and purchases** - None

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

CORRESPONDENCE: None.

OTHER BUSINESS:

- **SmrtGuys Bi-Yearly Service Contract** - the quote from SmrtGuys for the Bi-Yearly Service Contract for 2025 is \$590 (no increase) *Vice Chairman Feick made a motion to accept the Smrt Guys 2025 bi-yearly service contract for a cost of \$590.00 - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

TRAINING AND OTHER INVITATIONS:

- CELG Municipal Officials Dinner will be on Thursday, March 13, 2025. Registration is not open yet.

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS:

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

General Account	\$ 10,996.25
1 st Citizens General Holding Acct	\$ 345,862.54
General Prime Account	\$ 436,673.98
State Aid Account	\$ 248,028.43
Street Light Account	\$ 24,133.46
Recreation Fund	\$ 122,285.82
Payroll Account	\$ 18,380.97
American Rescue Plan Account	\$ 100,518.01

Payments of Bills for this January 6, 2025 meeting are:

- General Account – Checks #22386-22387 in the amount of \$22,659.17
- Street Light Account – Checks #513-514 in the amount of \$2,463.42
- Recreation Fund – Checks #190-191 in the amount of \$966.36
- American Rescue Plan Account – Checks #1015-1016 in the amount of \$36,270.00
- Total Expenses for this January 6, 2025 Meeting are \$62,358.95

Supervisor Zimmerman made a motion to approve the payments of the bills for this January 6, 2025 meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).

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

- Sewer Operation Class Account – \$ 9,955.35
- Sewer Operation Prime Account - \$ 111,656.40
- Balance in the Sewer Holding Account - \$ 46,815.78
- Debt Service Account - \$ 483,146.74

Payments of Bills in the Sewer Operation Account for this January 6, 2025 meeting are:

- Checks #3323 to 3330 in the amount of \$ 15,433.00

Vice Chairman Feick made a motion to approve the payments of the sewer bills for this December 6, 2025 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

EXECUTIVE SESSION: None.

ADJOURNMENT OF MEETING: *Vice Chairman Feick made a motion to adjourn the meeting at 9:12 P.M. - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Respectfully Submitted,

Kathy Judy, Secretary
Tulpehocken Township

Attachment: G. Deck - Abstention Memorandum