

**Tulpehocken Township
Board of Supervisors
Meeting of April 9, 2025**

The Tulpehocken Township Board of Supervisors met on April 9, 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; Bryan Dronick, Police Chief; Kathy Judy, Township Secretary / Treasurer and Atty. Michelle Mayfield, Township Solicitor.

Members of the audience included Mike Najarian and Dennis Judy

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: Mike Najarian shared the most recent statistics information from the Bethel-Tulpehocken Public Library. He also asked the Board to relay, to any potential candidates they may know of, that the Library Board of Directors has one or more seat vacancies to fill.

EXECUTIVE SESSION: The Board met for an executive session on March 18, 2025 after the adjournment of the Joint Supervisor and Planning Commission meeting. Personnel and litigation were discussed. No action taken.

APPROVAL OF MINUTES:

- *Vice Chairman Feick made a motion to approve the minutes from the March 12, 2025 Board of Supervisors Meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

ADMINISTRATIVE ACTIONS:

Personnel

- Supervisor Cell Phone - *Chairman Deck made a motion to add Supervisor Zimmerman to the Township cellular plan - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- Health Insurance Renewal – PCI Insurance sent plan and pricing information for the 2025-2026 Employee Health Insurance benefits. The current plan rate has increased approximately 11% (an increase of \$473.69 per month); the new monthly rate would be \$4,757.19. *Vice Chairman Feick made a motion to authorize the renewal of the current plan - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Planning Commission Recommendations: None

Solicitor Legal Discussion:

- Village Estates Pump Station Deed of Dedication and Easement Agreement – The Solicitor advised that the Deed of Dedication for lot 10 is prepared but they are still waiting to receive the correct deed for lot 18 – no action at this time.
- Contractors and bidding requirements – the Solicitor reviewed the bidding thresholds explaining that they apply to a contractors work for the year in totality and are not only per assignment or job; explaining the importance of looking at the vendors' cumulative billings to avoid inadvertently exceeding the limits set. In addition to the need to track year-to-date totals per vendor, the Board agreed that vendors will be asked to supply more information if an invoice does not include dates of service, a clear description, a breakdown of charges for time and materials, or is otherwise vague.

Escrow Release: None

Correspondence from Zoning Officer / March Update: None.

44 Rehrrsburg Road (Gerera / Santiago property) – The Solicitor reported that the praecipe was filed and there has still been no response. After some discussion, *Vice Chairman Feick made a motion to authorize the Solicitor to prepare, and the Zoning Officer to serve, a letter notifying the property owner that the Court is being asked for an injunction that would allow the Township to take over clean up of the property effective April 30, 2025 - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Land Development:

- Dollar General has granted a time extension to July 9, 2025. *Vice Chairman Feick made a motion to accept the time extension to July 9, 2025 - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Recreation:

- **Lions Park maintenance & operation repairs and purchases:** The Board discussed and plan fix the basement spigot at the Lions Den so that it can be used with the power washer and agreed to do the work in house.
- **Update on Eagle Scout Project** to work on handicap ramp at Lions Den building – the Boy Scout Council has approved the project. Once the Certificate of Insurance and Volunteer Waiver Form are received the project can be scheduled and begin.

STAFF REPORTS:

Police Report – Chief Dronick read the March, 2025 Police report as follows:

| | Tulpehocken | Marion |
|---------------------------------|--------------------|---------------|
| MILES PATROLLED | 2413 | 1100 |
| GALLONS OF FUEL | 249.5 | |
| HOURS WORKED | 650 | 60 |
| PATROL HOURS | 386.75 | 46 |
| TULPEHOCKEN AREA SCHOOL DIST. | 45 | |
| TOTAL INCIDENTS | 11 | 4 |
| TOTAL COMPLAINTS | 10 | 3 |
| MISCELLANEOUS CALLS FOR SERVICE | 76 | 7 |
| FOLLOW-UP INVEST | 1 | 1 |
| TELEPHONE ASSIGNMENTS | 9 | 4 |
| COMM/RESIDENTIAL ALARMS | 0 | 4 |
| EMS/FIRE ADVISORIES | 53 | 17 |
| TRAFFIC STOPS | 34 | 13 |
| CITATIONS ISSUED | 38 | 19 |
| NON-TRAFFIC CITATIONS | 0 | 0 |
| TRAFFIC WARNINGS | 4 | 0 |
| WARRANTS | 0 | 0 |
| PARKING TICKETS | 0 | 1 |
| TRAFFIC ACCIDENTS | 3 | 0 |
| DUI ARRESTS | 1 | 0 |
| MISDEMEANOR/FELONY | 1 | 0 |
| SECURITY CHECKS | 19 | 3 |
| POLICE ASSISTS | 12 | 0 |
| MOTORISTS ASSISTS | 0 | 0 |
| COURT APPEARANCES | 1 | 2 |
| SCHOOL (TRAINING) HOURS | 0 | |

Chief Dronick reported that during the month March there were 186 calls received through Berks County 911; noting that twenty-nine (29) were for Teen Challenge.

- **Equipment Repairs and purchases** – Chief Dronick requested approval for the Department to keep one of the five pistols being replaced. After some discussion the Board agreed to trade the guns in for credit and not auction them as surplus property. Patrolmen wishing to purchase their own firearm may do so at the same price the firearm would get for trade-in. *Chairman Deck made a motion to retain one pistol and two A-Rs for the Department. Of the four remaining pistols, Officers may purchase their own service pistol with the limit of only one per officer; and any others will be traded in for credit toward the new guns - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Road Master's Report: Vice Chairman Feick read the March, 2025 report. The work consisted of working on Bordner Road taking trees down, sewer maintenance, went to classes to earn credits need for the sewer license, cleaning trees up from a storm, worked on various trucks, went for CDL testing, cleaned pump stations, had a broken line on Goose Run Road, working on Deck Road tiling project.

- The Roadmaster reported that the Truck 11 injection pump leak and air compressor were fixed.
- The Board discussed the importance of using various vendors, watching year to date totals and getting quotes when necessary.
- The Roadmaster reported that Jackson Township will have a used tractor with mower and plow for sale. The Board agreed to research it further and revisit it at a future meeting.

Fire Chiefs' Report – Vice Chairman Feick reviewed activity for the Keystone Fire Company and read the report for the Rescue Fire Company for March, 2025.

SEWER OPERATIONS:

- **Judgements and Delinquent Sewer Accounts**
 - **6 Magdalena Street** – The Solicitor reported that there is a hearing scheduled for May 5, 2025 for the Judge to consider allowing for special service of the petition since the owner did not accept service of the Sheriff Sale on the consolidated judgements.
 - **21 East Market Street** – the Sheriff sale was set for 4/15/25. The property owner requested, and the Board approved, a payment plan for \$200.00 a month. The owners have not signed the payment plan yet. If they do not follow through, the Sheriff sale will be re-commenced.
- **Sewer Service equipment repairs and purchases** – *Vice Chairman Feick made a motion to ratify approval for the repair of the broken sewer line on Goose Run Road - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

UNFINISHED BUSINESS:

- **Emergency Services Tax** – After some discussion, the Board agreed on three dates to be checked with Fire Company and Ambulance Service Representatives. If there are no conflicts, workshop meetings to resume work to establish an emergency services tax will be scheduled and advertised.
- **Township sign installation and operation:** The Township sign was installed on April 8, 2025 and is responding to programming via software and also remote assistance from the vendor customer service.
- **Township Phone System** – The Township Secretary was asked for the current status. She explained what the ISP felt was the cause of dropped audio and their recommendations, listed steps that were taken to check and update the system and shared that there have been no concerns reported by any staff since then.

NEW BUSINESS:

- May 1, 2024 Commercial and Workers Compensation Insurance Policies renewal – Renewal information has not been received from the agent yet; to be addressed at future meeting.
- PSAT 2025 Proposed Resolutions and Nomination Report – *Chairman Deck made a motion authorizing the Voting Delegate to vote in accordance with the PSAT recommendations - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

CORRESPONDENCE:

- CELG Municipal Sponsorship Form 2025. In 2024 the Township contribution was \$500. The Board agreed to increase its contribution by \$250. *Vice Chairman Feick made a motion to approve making a \$750 contribution for 2025 - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- Donation request received from Berks Nature – No action taken.
- GRCA membership renewal letter – *Supervisor Zimmerman made a motion to discontinue membership - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

OTHER BUSINESS:

TRAINING AND OTHER INVITATIONS:

- From CELG and Berks Water & Sewer Association's – Invitation to upcoming events, classes and meetings – No action necessary

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS:

Account Balances for the end of March, 2025 were as follows:

| | |
|---|---------------|
| General Account | \$ 7,940.54 |
| 1 st Citizens General Holding Acct | \$ 137,714.14 |
| General Prime Account | \$ 441,523.60 |
| State Aid Account | \$ 576,056.85 |
| Street Light Account | \$ 17,541.18 |
| Recreation Fund | \$ 122,937.68 |
| Payroll Account | \$ 35,999.83 |
| American Rescue Plan Account | \$ 101,633.43 |

Payments of Bills for this April 9, 2025 meeting are:

General Account – Checks #22513 – 22553 in the amount of \$64,510.49
Street Light Account – Checks #519 in the amount of \$1,978.15
State Liquid Fuels Account – Check #233 in the amount of \$202,980.96
Recreation Fund – Check #197 in the amount of \$109.61
American Rescue Plan – Check #1017 in the amount of \$19,670
Total Expenses for this April 9, 2025 Meeting are \$289,249.21

Vice Chairman Feick made a motion to approve the payments of the bills for this April 9, 2025 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

Sewer Accounts balances for the end of March, 2025 were as follows:

| | |
|-------------------------------|---------------|
| Sewer Operation Class Account | \$ 9,667.24 |
| Sewer Operation Prime Account | \$ 112,896.44 |
| Sewer Holding Account | \$ 92,425.80 |
| Debt Service Account | \$ 488,512.52 |

Payments of Bills in the Sewer Operation Account for this April 9, 2025 meeting are:

Checks #3364 to 3382 in the amount of \$ 39,991.78

Supervisor Zimmerman made a motion to approve the payments of the sewer bills for this April 9, 2025 meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).

- Authorize transfers from the General Fund per the 2025 approved budget:

- Building Maintenance Fund - The amount previously approved was \$15,113 based on 5% of estimated carryover – *Supervisor Zimmerman made a motion to amend the amount to 5% of actual carryover, less unappropriated funds, authorizing the transfer of \$13,243 from General Fund to Building Maintenance Fund - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- Police PTO Fund – *Supervisor Zimmerman made a motion to transfer \$2,000 from General Fund to Police PTO Fund - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- Emergency Services Fund – *Supervisor Zimmerman made a motion to transfer \$11,264.00 from General Fund to Emergency Services Fund - - seconded by Chairman Deck and passed unanimously (3-0).*
- Recreation Fund – *Supervisor Zimmerman made a motion to transfer \$15,000 from General Fund to Recreation Fund - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

EXECUTIVE SESSION: None

ADJOURNMENT OF MEETING: *Supervisor Zimmerman made a motion to adjourn the meeting at 9:45 P.M. - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Respectfully Submitted,

Kathy Judy, Secretary
Tulpehocken Township