

**Tulpehocken Township  
Board of Supervisors  
Meeting of May 14, 2025**

The Tulpehocken Township Board of Supervisors met on May 14, 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, Bruce Hardy, Matt Kadwill and Austin Hurst

**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:** Mike Najarian shared the most recent statistics information from the Bethel-Tulpehocken Public Library. He also shared that the Library Board of Directors still has one or more seat vacancies to fill.

An email listed under Correspondence on the meeting Agenda, regarding an anti-brake retardation zone on Route 419 and vehicles with excessively loud motor/muffler noise was addressed at this time because the resident was in attendance. After some discussion, it was agreed that the Township will inquire with PennDOT to see if there is some action that can be taken to address brake retarder restrictions along 419. Regarding the other excessive vehicle/muffler noise, the Board did not feel that there was anything it could do to address this because enforcement would require decibel monitoring checkpoints that the Police Department is not in a position to undertake.

**APPROVAL OF MINUTES:** *Vice Chairman Feick made a motion to approve the minutes from the April 9, 2025 Board of Supervisors Meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**ADMINISTRATIVE ACTIONS:**

**Personnel:** None

**Planning Commission Recommendations:**

- **Austin Hurst Ag Operation, 40 New Schaefferstown Road.** The Board discussed the project. The pins and markers are now in place and noted on the plans. In accordance with the Planning Commission's recommendation, *Supervisor Zimmerman made a motion to grant conditional plan approval once all of requirements in the Township Engineer's April 29, 2025 review letter are satisfied - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- **Cedar Ridge Fellowship Center, 58 Hurst Drive** – A time extension to September 12, 2025 was granted (100 days from current June 4, 2025 expiration). In accordance with the Planning Commission recommendation, *Supervisor Zimmerman made a motion to accept the time extension to September 12, 2025 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

**Solicitor Legal Discussion:**

- **Village Estates Pump Station Deed of Dedication and Easement Agreement** – The Solicitor advised that we are waiting for sewer line plans so they can be attached and the Deed of Dedication will be for both the pump station and the lines - the matter is tabled until the June meeting.

**Escrow Release:** None

**Correspondence from Zoning Officer / April Update:** The Zoning Officer reported that:

- **44 Rehdersburg Road (Gerera / Santiago property)** – It appears some stuff was moved around, but some debris still remained on May 6<sup>th</sup> when I went past. Also, several vehicles are on the site and we still have not received evidence of whether they are registered and inspected.

The Solicitor reported that the property owner has not responded or complied with the letter that was served. A motion has now been filed to assess damages and a hearing date is scheduled for June 16, 2025. Estimates of what it will cost to clean up the property will be needed to present to the Court at the hearing. Third party clean up would involve removal of debris and junk. Vehicles would be towed and stored for a period of time; the Court would likely give the property owner a final opportunity to provide the required documentation before the vehicles would be deemed abandoned. Chairman Deck raised concerns over this course of action, the third-party forced clean up, security during the work and how the difference between junk and valuable can be substantiated. The Board discussed that previous fines were paid but the property did not get cleaned up. The Solicitor explained that the Judge will likely issue a court order for the property owners to clean up the property, we would only need to resort to the third party clean up if the property owner does not comply with the judgement and is found in contempt. The required quotes for cleanup, Township personnel costs involved, including costs for Police presence during on-site cleanup, will be compiled and discussed at the June meeting, ahead of the June 16<sup>th</sup> hearing date.

- **51 Midway Road** – Possible illegal business. Supervisor Zimmerman contacted me to cite this property owner for an illegal business. The owner has contacted me via phone after a visit from Mr. Zimmerman. I informed him the business is not a permitted use in that district. He is applying for a Zoning Hearing Board application based on the information he and Mr. Zimmerman provided me. I am expecting to receive this application next week, as he is working on it now. If we do not receive one, a Notice of Violation will be sent. The ZHB would be for the June meeting.

Supervisor Zimmerman explained that there is one tenant on the owner's property performing auto repair services and another performing transmission repair services and that he was in contact with the property owner about it. After some discussion, the Board agreed and advise that, if the Zoning Officer finds that there is an illegal use and the Zoning Appeal Application is not received, a Notice of Violation should be sent.

There was additional conversation about drafting a written Complaint Procedure for the Boards review.

The Solicitor asked if the Board would be interested in incorporating the Zoning Ordinance Amendments into the Ordinance, not a codification, but an update. The Board agreed it would like a quote for the project.

- **Zoning Appeal Application for 0 Host Road, Aaron Larue** - The Board reviewed the application and plans, discussed a septic system that was put in a couple of years ago, an existing well on the lot and the Zoning Officer's advice that one of the road bound sides can be a side lot line subject to a lesser setback requirement and that, although it is expired, there was an old Zoning Hearing Board decision granting relief for setbacks. *Chairman Deck made a motion to recommend that the Zoning Hearing Board grant the relief in consideration that the Township had previously allowed for the installation of the septic system, with the conditions that: 1a. documentation is provided showing that site distance requirements are being met – or - 1b. documentation showing how site distance requirements can be met with a proposed minor relocation of the stop sign or installation of a stop bar – this would be subject to Township verifying that the proposed change can be carried out and 2. that all of the required permits are obtained - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

A continuance has been requested due to only two Zoning Hearing Board members being available for the May hearing date. The Board and Solicitor discussed possibly appointing a second alternate for the Zoning Hearing Board.

#### **Recreation:**

- **Lions Park maintenance & operation repairs and purchases:** Vice Chairman Feick reported that once the weather clears, he plans to work at Lions Park to locate the outside water leak and make repairs or replace the lines.
- **Update on Eagle Scout Project** to work on handicap ramp at Lions Den building – Once the Certificate of Insurance and Volunteer Waiver Form are received the project can be scheduled and begin.
- **Seasonal portable toilet rental** – *Supervisor Zimmerman made a motion to ratify approval to order the seasonal portable toilet rental for Lions Park - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

#### **STAFF REPORTS:**

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

	<b>Tulpehocken</b>	<b>Marion</b>
MILES PATROLLED	2267	1002
GALLONS OF FUEL	235.4	
HOURS WORKED	596.25	60
PATROL HOURS	370	42
TULPEHOCKEN AREA SCHOOL DIST.	43.1	
TOTAL INCIDENTS	17	3
TOTAL COMPLAINTS	2	0
MISCELLANEOUS CALLS FOR SERVICE	73	6
FOLLOW-UP INVEST	5	2
TELEPHONE ASSIGNMENTS	32	9
COMM/RESIDENTIAL ALARMS	0	1
EMS/FIRE ADVISORIES	20	13
TRAFFIC STOPS	24	15
CITATIONS ISSUED	32	18
NON-TRAFFIC CITATIONS	0	0
TRAFFIC WARNINGS	6	1
WARRANTS	0	0
PARKING TICKETS	0	0
TRAFFIC ACCIDENTS	6	4
DUI ARRESTS	0	0
MISDEMEANOR/FELONY	2	0
SECURITY CHECKS	10	0
POLICE ASSISTS	14	0
MOTORISTS ASSISTS	1	1
COURT APPEARANCES	4	5
SCHOOL (TRAINING) HOURS	48	

Chief Dronick reported that during the month April there were 182 calls received through Berks County 911; noting that fourteen (14) were for Teen Challenge.

- **Application for handicap parking space at 117 Godfrey Street:** The Chief advised the Board that the information on the application has been verified. After reviewing the application, *Supervisor Zimmerman made a motion to approve the application and permit the annual parking space for 2025 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- **Equipment Repairs and purchases:** None.

**Road Master's Report:** Vice Chairman Feick read the April, 2025 report. The work consisted of working on Deck Road tiling project, working on the Police cars, work on the Municipal Building, reading meters, sewer maintenance, sign maintenance, pothole patching, sewer complaint, street sweeping, work on street lights at Mt. Meadows, lawn mowing, putting away some of the winter equipment, Midway Road and Deck Road bridge inspections.

Vice Chairman Feick reported that the Midway Road bridge inspection found that the decking needs to be painted. PennDOT was asked to send the information to the Township Engineer; there's a chance it may have to be bid out. Some holes that need patched were also noted on the Bethel side of the bridge. The inspector asked if PennDOT requested that the weight limit signs be moved back and he explained to the inspector that they can't be moved without interfering with the sight clearance for the intersection with Old Rte. 22 and it's in Bethel Township. There were no findings for the metal bridge on Deck Road.

- **April 16, 2025 vehicle accident.** The Board reviewed the latest information available regarding the response from Insurance Agent regarding Workers Compensation and the Commercial Insurance Company regarding the Claim for the Dump Truck involved. This is tabled until the June meeting and as more information becomes available.
- **2025 Road Project** – The Roadmaster suggested paving on Bordner Road and the rest of Cherry Hill Road from where we stopped to Deck Road and bid them out separately in case it's cost prohibitive to do both. He would like to do 3" of 19 this year and chip it next year.

Rutting on Deck Road from 501 toward Bordner Road and on Host Road past Deiffenbach's were also discussed and it was suggested that work will need to be looked at as an upcoming project or possibly as the 2026 road project. Overweight permits were discussed, the Police Chief shared that it's been very difficult to get that information in the past, but PennDOT's Permit Department would be who to inquire with.

*Vice Chairman Feick made a motion • to approve paving on Bordner Road and the rest of Cherry Hill Road as the 2025 Road Project, • to move ahead with paperwork to obtain PennDOT approval, • to prepare the bid packages and • to authorize the required advertising - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

- **Deck Road paving** – Two quotes were received for paving needed to complete some tiling work recently done on Deck Road. Reber quoted \$7,900 and Martin Paving quoted \$17,221. *Chairman Deck made a motion to accept the quote for \$7,900 and hire Reber for the Deck Road paving work - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- **Equipment Repairs and purchases, including:**
  - o Jackson Township's used tractor – After some discussion, the Board agreed to relay that the Township is not interested in making a purchase at this time.

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

### **SEWER OPERATIONS:**

- **Judgements and Delinquent Sewer Accounts**

21 East Market Street – There is a signed payment plan, that is behind by one month and in default of the agreement – No action at this time, will ask for an update for the June meeting.

6 Magdalena Street - There is a hearing date for special service scheduled and the property owner has also submitted a proposed payment plan of \$100/wk July and then \$250/wk until paid. *Supervisor Zimmerman made a motion to accept the proposed plan and sign the agreement upon receipt and, if the signed agreement is not received by May 27, 2025, to proceed with the hearing in order to secure the judgement for special service should it be needed - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

- **Sewer Service equipment repairs and purchases** – Vice Chairman Feick reported that there is a motor that needs to go in for repair.

#### **UNFINISHED BUSINESS:**

- **Emergency Services Tax** – *Supervisor Zimmerman made a motion authorizing advertisement for three Workshop meetings (Tuesdays: June 17, July 15 and August 19, 2025) to meet with Fire Company and Ambulance Service Representatives to discuss Emergency Services Taxes for possible implementation in 2026 - - seconded by Chairman Deck and passed unanimously (3-0).*
- **Township sign – proposed policy** – No action at this time
- **Workshops for Zoning Ordinance Amendments on Short Term Rental and Agritainment** - Supervisor Zimmerman made a motion to ratify authorization for the advertisement of the April 15, 2025 and May 20, 2025 Joint Workshops with the Planning Commission - - seconded by Chairman Deck and passed unanimously (3-0).

#### **NEW BUSINESS:**

- **Commercial and Workers Compensation Insurance Policies renewal** – Renewal information has not been received from the agent yet – no action at this time.

#### **CORRESPONDENCE:**

- Email from resident and PennDOT's response about an anti-brake retardation zone on Route 419 and vehicles with excessively loud motor/muffler noise. (See Public Comments)
- Email from resident about upgrading curve ahead sign on Cherry Hill Road to improve visibility. The Board discussed the email and agreed that additional reflective tape will be added to the existing signs and the center line will be repainted the next time line painting is scheduled.
- Requests for Fire Police assistance
  - o *Supervisor Zimmerman made a motion to approve Fire Police assistance at Bernville Borough's Memorial Day Parade on May 26, 2025 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
  - o *Vice Chairman Feick made a motion to approve Fire Police assistance at the Tulpehocken High School's Graduation Commencement on May 30, 2025 - - seconded by Supervisor Zimmerman and passed unanimously (3-0)*
  - o *Vice Chairman Feick made a motion to approve Fire Police assistance at the Borough of Robeson's Annual Fireworks and Street Fair on June 29, 2025 - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

#### **OTHER BUSINESS:**

- Review Volunteer Application and Waiver Form – after reviewing the draft, *Supervisor Zimmerman made a motion to accept the draft and begin use of the Volunteer Application and Waiver Form as presented - - seconded by Chairman Deck and passed unanimously (3-0)*

- **2024 Fiscal Year Audit:** After reviewing the draft financial statements and Representation letter, *Vice Chairman Feick made a motion •to approve the 2024 Financial Statements, •to authorize the Chairman and Secretary/Treasurer to sign the Representation Letter and send it to the CPA and •to authorize the advertisement of the Public Notice once the Audit has been finalized - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

**TRAINING AND OTHER INVITATIONS:**

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

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

General Account	\$ 8,073.34
1 <sup>st</sup> Citizens General Holding Acct	\$ 156,578.14
General Prime Account	\$ 443,124.65
State Aid Account	\$ 374,660.79
Street Light Account	\$ 18,067.44
Recreation Fund	\$ 123,270.06
Payroll Account	\$ 22,146.72
American Rescue Plan Account	\$ 82,283.85

Payments of Bills for this May 14, 2025 meeting are:

General Account – Checks #22554 – 22594 in the amount of \$93,782.45

Street Light Account – Checks #520 - 521 in the amount of \$1,981.00

Recreation Fund – Check #198 - 199 in the amount of \$204.23

Total Expenses for this May 14, 2025 Meeting are \$95,967.68

*Vice Chairman Feick made a motion to approve the payments of the bills for this May 14, 2025 meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

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

Sewer Operation Class Account	\$ 6,924.71
Sewer Operation Prime Account	\$ 113,305.82
Sewer Holding Account	\$ 71,098.62
Debt Service Account	\$ 489,283.96

Payments of Bills in the Sewer Operation Account for this May 14, 2025 meeting are:

Checks #3383 to 3399 in the amount of \$ 42,575.24

*Supervisor Zimmerman made a motion to approve the payments of the sewer bills for this May 14, 2025 meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

**EXECUTIVE SESSION:** None

**ADJOURNMENT OF MEETING:** *Vice Chairman Feick made a motion to adjourn the meeting at 10:50 P.M. - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Respectfully Submitted,

Kathy Judy, Secretary  
Tulpehocken Township