

**TULPEHOCKEN TOWNSHIP, BERKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2025-12**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF TULPEHOCKEN, BERKS COUNTY, PENNSYLVANIA, ESTABLISHING A POLICY THAT ALL RESIDENT COMPLAINTS SHALL BE IN WRITING ON A FORM PROVIDED BY THE TOWNSHIP**

**WHEREAS**, pursuant to Section 1506 of the Second Class Township Code, 53 P.S. §666506, the board of supervisors of a Second Class Township may make and adopt any ordinances, bylaws, rules and regulations not inconsistent with or restrained by the Constitution and laws of this Commonwealth necessary for the proper management, care and control of the township and its finances and the maintenance of peace, good government, health and welfare of the township and its citizens, trade, commerce and manufacturers; and

**WHEREAS**, Tulpehocken Township is a Second Class Township governed by the Second Class Township Code; and

**WHEREAS**, pursuant to Section 1506 of the Second Class Township Code, 53 P.S. §666506 and other authority granted it by the Second Class Township and statutes of the Commonwealth of Pennsylvania, the Board of Supervisors of Tulpehocken Township have enacted Ordinances and Regulations to ensure the maintenance of peace and health and welfare of the Township; and

**WHEREAS**, from time to time the Township of Tulpehocken receives complaints from residents of the Township about actions of other residents of the Township regarding alleged violations of Ordinances and Regulations enacted by the Board of Supervisors to ensure the maintenance of peace and health and welfare of the Township; and

**WHEREAS**, per the authority granted it by Section 1506 of the Second Class Township Code, 53 P.S. §666506, to ensure the complaints are timely addressed by the appropriate Township representative, the Board of Supervisors desires to establish a policy requiring all complaints submitted to the Township alleging violations of Ordinances and Regulations to be in writing on a form provided by the Township; and

**WHEREAS**, to further ensure the complaint is appropriately reviewed, the Board of Supervisors desires to also establish a policy for review of the written complaint upon receipt; and

**WHEREAS**, the complaints and identity of complainants will remain confidential and not disclosed per the Pennsylvania Right-to-Know Law. Complaint forms and information contained therein shall be handled with the utmost respect for privacy, and unless required by law, by subpoena or other legal order, the Township will make reasonable efforts to ensure that personal information contained within the complaint form is not disclosed to the public.

IN WITNESS WHEREOF, the Board of Supervisors of Tulpehocken Township has adopted this Resolution in lawful session this 11<sup>th</sup> day of June, 2025.

BOARD OF SUPERVISORS OF  
TULPEHOCKEN TOWNSHIP,  
BERKS COUNTY, PENNSYLVANIA



Gary A. Deek  
Chairman

Deeter H. Feick  
Member

Harold B. Zimmerman  
Member

Attest: Kathryn Judy  
Secretary

Exhibit A

# Tulpehocken Township Citizen Complaint Form

## Details of Complaint:

Physical location of alleged violation: \_\_\_\_\_

Alleged violator name (if known): \_\_\_\_\_

And relationship to location (if known):  Owner       Tenant       Other: \_\_\_\_\_

**Nature of alleged violation:**     Weed/Lawn Maintenance     Burning     Property Maintenance  
 Zoning (i.e. Building without a Permit, Setback Concerns, etc.)  
 Other: \_\_\_\_\_

Please provide specific details of the alleged violation and document any actual observations (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you attempted an amicable solution to your concern by discussing the issue with alleged violator?

Yes     No      If so, what was the result of this discussion? (add additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_

## **Person Submitting Complaint:**

I am a Board Member submitting this on behalf of a constituent. Name: \_\_\_\_\_

- or -

Complainant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*All complaints are to be submitted on a Township Citizens Complaint form. Verbal complaints, anonymous complaints and incomplete forms shall not be accepted. To be considered complete, forms must include a description of the complaint and the name, address, contact information and signature of the person submitting the complaint.*

Alleged Violation Property Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

**FOR TOWNSHIP USE ONLY**

Date Complaint Received by Twp: \_\_\_\_\_ by: \_\_\_\_\_

Received Via:  Email    Mail    In-Person

Date Board of Supervisors advised and given a copy: \_\_\_\_\_ by: \_\_\_\_\_

Board of Supervisors Directive: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complaint Forwarded to: \_\_\_\_\_ Date: \_\_\_\_\_ by: \_\_\_\_\_

Twp Official's Action on complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_