

**Tulpehocken Township
Board of Supervisors
Meeting of June 11, 2025**

The Tulpehocken Township Board of Supervisors met on June 11, 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 John Sheaffer

CALL TO ORDER: Chairman Deck called the meeting to order at 7:05 P.M.

The meeting continued with the pledge to the American Flag.

PUBLIC COMMENTS: None.

APPROVAL OF MINUTES:

Vice Chairman Feick made a motion to approve the minutes from the May 14, 2025 Board of Supervisors Meeting - - seconded by Supervisor Zimmerman and passed unanimously (3-0).

Supervisor Zimmerman made a motion to approve the minutes from the May 20, 2025 Board of Supervisor and Planning Commission Joint Workshop - - seconded by Vice Chairman Feick and passed unanimously (3-0).

ADMINISTRATIVE ACTIONS:

Personnel:

- Zoning Hearing Board – The Board discussed appointment of up to two additional alternate Zoning Hearing Board members. This is being tabled until the July meeting.

Planning Commission Recommendations:

- Dollar General-Womelsdorf, Route 419 & Four Point Road – After discussing each of the requested waivers, and in accordance with the Planning Commission recommendations, *Supervisor Zimmerman made a motion to grant the 501.2Q.4.i(3)-off-site drainage easement waiver request with the condition that a note drafted by the Township Solicitor be added to the plan to hold the Township harmless and to also grant the 205-Preliminary plan to final, 602.3-Curbing, 602.12-Buffer/Screening, 308 & 309-Water quality and stream bank erosion, 310F-Freeboard and 310.K.2.b-Top of Slope waiver requests - - seconded by Vice Chairman Feick and passed unanimously (3-0).* The motion excludes, and no action was taken at this time on, the 602.4-Sidewalk waiver request.

Solicitor Legal Discussion:

- Village Estates Pump Station and Sewer Lines - The Deed of Dedication of Pump Station and Sanitary Sewer Lines and exhibits have been prepared and provided to the Grantor for signature. When that is received back it will come before the Board for completion.
- 44 Rehrersburg Road – The ongoing Property Maintenance Code Violation was discussed. The estimated costs for clean-up including junk removal, towing, vehicle storage, wages and legal fees to date will be provided to the Solicitor before the next hearing scheduled for June 16, 2025.
- Short Term Rental Existing Ordinance – The Solicitor is recommending that the Board consider an ordinance amendment that will establish regulations that will apply to those short term rental properties already in operation. *Supervisor Zimmerman made a motion to authorize the Solicitor to prepare a draft for the Boards review - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Escrow Release: None

Zoning:

- Correspondence from Zoning Officer / May Update: The Zoning Officer reported that:
 - o **4448 & 4452 Route 419** - Nice Guy Letters were sent to owners regarding cutting back bushes/brush along Route 419 so people can see to pull out, and
 - o **167 Deck Road** - sent a nice guy letter regarding junk cars and debris in response to a complaint that was filed. The property appears to be well-kept, but in the rear by the fence-line is a pile of debris and cars that looks like a scrap metal pile that they may be collecting before taking a load to the scrap yard.
- Proposed Zoning Ordinance amendments for Agritainment, Agritourism and Short Term Rentals: The Board reviewed the most recent updates that include the addition of definitions for Agricultural Operation and Agricultural Use, taking out language about certain amounts of increased impervious surface in order to make all applications subject to individual determination, enumerating who can manage operations and other minor grammatical and editorial corrections.
- Quote to update Zoning Ordinance: The Solicitor provided an estimate of \$1,000 to incorporate the previously enacted and the currently proposed amendments, should they be enacted, into the Zoning Ordinance. This is not a codification, just an update. *Supervisor Zimmerman made a motion to approve the project and authorize the Solicitor to make the Zoning Ordinance updates - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- Complaint Procedure: After reviewing a draft, *Supervisor Zimmerman made a motion to adopt Resolution 2025-12 establishing a written complaint procedure - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

Recreation:

- Keystone Band trailer: After discussing a request for storage at the Park, the Board agreed it would offer a spot at the Municipal Building property instead, as long as a written hold harmless is provided.
- Lions Park maintenance & operation repairs and purchases: The Board discussed plans to locate the outside water leak and repair or replace the lines.
- Eagle Scout Project: Dates for the work to be done is being coordinated between the Lions Club members overseeing the project and the Eagle Scout and the Certificate of Insurance has been requested.

STAFF REPORTS:

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

	Tulpehocken	Marion
MILES PATROLLED	2227	1083
GALLONS OF FUEL	222.38	
HOURS WORKED	561.5	60
PATROL HOURS	303.75	40
TULPEHOCKEN AREA SCHOOL DIST.	44.25	
TOTAL INCIDENTS	9	9
TOTAL COMPLAINTS	8	4
MISCELLANEOUS CALLS FOR SERVICE	72	14
FOLLOW-UP INVEST	2	1
TELEPHONE ASSIGNMENTS	19	9
COMM/RESIDENTIAL ALARMS	1	0
EMS/FIRE ADVISORIES	31	7
TRAFFIC STOPS	19	5
CITATIONS ISSUED	15	6
NON-TRAFFIC CITATIONS	0	0
TRAFFIC WARNINGS	5	3
WARRANTS	0	0
PARKING TICKETS	0	3
TRAFFIC ACCIDENTS	7	5

DUI ARRESTS	0	0
MISDEMEANOR/FELONY	2	0
SECURITY CHECKS	12	5
POLICE ASSISTS	23	0
MOTORISTS ASSISTS	0	0
COURT APPEARANCES	0	4
SCHOOL (TRAINING) HOURS		

Chief Dronick reported that during the month May there were 185 calls received through Berks County 911; noting that seventeen (17) were for Teen Challenge.

- Equipment Repairs and purchases: The Chief updated the Board on the recently purchased pistols, qualifying and how many are in service so far.
- Memorandum of Understanding: *Supervisor Zimmerman made a motion to authorize the Chairman to sign the Memorandum of Understanding between the Tulpehocken Police and Tulpehocken Area School District for the 2025/2026 School Year - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- On May 26, 2025 the 2023 police cruiser was struck by a deer. It is out of service and needs repairs. The insurance adjuster has approved an estimate for C.J. Wagner to do the repairs. The Township will have a \$250.00 deductible. The Board discussed looking into whether or not the Township has an accident/injury reporting form or asking PSATS for examples or assistance in creating one.
- The Police Contract expires December 31, 2025. The Police Chief and Board scheduled to have Police Commissioner, Supervisor Zimmerman, and the Police Officers meet on July 9 at 6:00 P.M. to begin contract negotiations.

Road Master’s Report: Vice Chairman Feick read the May, 2025 report. The work consisted of working with the installation of fuel tanks, putting mowers on the tractors, sign maintenance, posting one Zoning Hearing Notice, cutting up a downed tree, going to the PSATS convention, work on a problem with the loader, highway mowing, sewer maintenance, putting in UV bulbs and removing a deer from the road.

- April 16, 2025 vehicle accident: The Board reviewed the amount insurance would pay for total loss versus salvage claim. Because it was a roll over the carrier advised that they would not insure it if salvaged and repaired. After discussing the options of taking the salvage payment to buy the truck back for parts or totaling it for the full payment amount, *Chairman Deck made a motion to total the dump truck and settle the claim - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- 2025 Road Project: Bid opening is scheduled for June 17, 2025 at 6:00 P.M.
- Equipment Repairs and purchases, including:
 - o First Aid Kit / Station – *Chairman Deck made a motion to approve the purchase of a new First Aid Kit / Station for the Shop - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

The Board discussed the current purchasing policy and increasing the limit for purchases allowed without prior approval. No action taken. This will be considered 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 May, 2025.

SEWER OPERATIONS:

Judgements and Delinquent Sewer Accounts

- o 21 East Market Street, Weik property – No action at this time
- o 6 Magdalena Street, Heckman property – The signed agreement was not received back from the property owner. The court granted special service and the property was posted on June 5, 2025. The Board has previously authorized the Solicitor to proceed with Sheriff Sale.

- 7653 Lancaster Avenue, Norce property – \$4,199.00 judgement was transferred. *Supervisor Zimmerman made a motion to authorized the Solicitor to proceed with Sheriff Sale - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- 357 Godfrey Street reconnection – Vice Chairman Feick will do a site visit to inspect the connection. *Supervisor Zimmerman made a motion to waive the reconnection fee and to resume billing the regular monthly sewer service fees - - seconded by Vice Chairman Feick and passed unanimously (3-0)*
- 7646 Lancaster Avenue application to disconnect – the property owner is requesting a waiver of fees. The Board agreed that the request is untimely, the property must first be vacant for six months.
- Sewer Service equipment repairs and purchases:

UNFINISHED BUSINESS:

- Emergency Services Tax – The first of several workshops is scheduled for June 17, 2025 at 6:30 P.M.
- Township sign policy – The Board reviewed a draft policy for broadcasting events on the electronic sign at the Municipal Building. *Vice Chairman Feick made a motion to approve the Sign Policy - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*
- Update on Fuel Island installation – The installation is complete and inspected by the Township Engineer. All of the final paperwork and the invoice have been received from the contractor and reviewed by the Solicitor. 1) *Supervisor Zimmerman made a motion authorizing the Chairman to sign the Notice of Completion - - seconded by Vice Chairman Feick and passed unanimously (3-0).* And 2) *Supervisor Zimmerman made a motion to approve final payment for \$88,000 using the balance of the ARPA Funds (\$82,589.50) plus (\$5,410.50) from the General Fund - - seconded by Vice Chairman Feick and passed unanimously (3-0).*
- Commercial and Workers Compensation Insurance Policies. The premium for the 2025-2026 policy period is \$88,075 (a \$8,040, or approximately a 10% increase overall) *Supervisor Zimmerman made a motion to ratify approval to renew the policies for \$88,075 - - seconded by Vice Chairman Feick and passed unanimously (3-0).*

NEW BUSINESS:

- Memorial Day Parade in Mt. Aetna on May 26, 2025 – *Vice Chairman Feick made a motion to ratify signing of the PennDOT road closing request form and letters - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

CORRESPONDENCE:

- Email from resident regarding 32 Summer Mountain Road – No action at this time, pending receipt of complaint form.
- Email regarding 2030 Census – No action taken
- Email from Borough of Fleetwood regarding shared vacuum truck/street sweeper – No action taken
- Received Magisterial District Justice 2023 Financial Statement Audit as a copy for our records – No action necessary
- Berks County Association of Township Officials request for resolutions to be reviewed for possible vote at County Convention and recommendation to PSATS – No action at this time.

OTHER BUSINESS: None

TRAINING AND OTHER INVITATIONS:

- Berks County Public Works Association July 16, 2025 Meeting – Registration is due July 2, 2025. Vice Chairman Feick will attend

FINANCIAL REPORT AND APPROVAL FOR PAYMENT OF BILLS:

- Approval of tax refunds due to three residents because of reduced assessed value of their parcels. In accordance with the County Assessment Office and Township Tax Collector’s advisement, *Vice Chairman Feick made a motion to approve the three refunds - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

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

General Account	\$ 11,766.64
1 st Citizens General Holding Acct	\$ 207,792.65
General Prime Account	\$ 444,772.05
State Aid Account	\$ 376,052.98
Street Light Account	\$ 16,150.48
Recreation Fund	\$ 138,563.00
Payroll Account	\$ 20,059.04
American Rescue Plan Account	\$ 82,589.50

Payments of Bills for this June 11, 2025 meeting are:

- General Account – Checks #22595 – 22637 in the amount of \$115,889.27
- Street Light Account – Check #522 in the amount of \$1,981.01
- Recreation Fund – Check #201 - 203 in the amount of \$554.52
- American Rescue Plan Account – Check #1018 in the amount of \$82,589.50
- Total Expenses for this June 11, 2025 Meeting are \$201,014.30

Supervisor Zimmerman made a motion to approve the payments of the bills for this June 11, 2025 meeting - - seconded by Vice Chairman Feick and passed unanimously (3-0).

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

Sewer Operation Class Account	\$ 9,452.12
Sewer Operation Prime Account	\$ 113,727.06
Sewer Holding Account	\$ 71,762.50
Debt Service Account	\$ 492,106.68

Payments of Bills in the Sewer Operation Account for this June 11, 2025 meeting are:

- Checks #3400 to 3417 in the amount of \$ 34,741.99

Supervisor Zimmerman made a motion to approve the payments of the bills for this June 11, 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 10:10 P.M. - - seconded by Supervisor Zimmerman and passed unanimously (3-0).*

Respectfully Submitted,

Kathy Judy, Secretary
Tulpehocken Township