

**UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
2022 REORGANIZATION MEETING**

January 3, 2022

7 PM

AGENDA

1. Call to Order

2. Pledge to the Flag

3. Oath to Office

- Ronald DiFrancesco
- Willian Tray

4. Public Comment

5. Reorganization

- A. Consider a motion to appoint _____to the position as TEMPORARY Chairperson of the Upper Frederick Township Board of Supervisors
- B. Consider a motion to appoint _____to the position as TEMPORARY SECRETARY of the Upper Frederick Township Board of Supervisors
- C. Consider a motion to appoint _____to the position as Chairperson of the Upper Frederick Township Board of Supervisors
- D. Consider a motion to appoint _____to the position as Vice Chairperson of the Upper Frederick Township Board of Supervisors
- E. Consider a motion to appoint _____to the position of Secretary of Upper Frederick Township
- F. Consider a motion to appoint _____to the position of Treasurer of Upper Frederick Township and to execute the contract with Major & Mastro, LLC at rates according to their proposal for 2022.
- G. Consider a motion regarding the 2022 Board of Supervisors meeting schedule to set the first Thursday of every month at 7 PM as the work session and the second Thursday of every month at 7 PM as the regular business meeting.

6. Appointment of Township Professionals

- A. Consider a motion to appoint _____as Township Solicitor at rates according to their proposal for 2022.
- B. Consider a motion to appoint _____as Zoning Hearing Board Solicitor at rates according to their proposal for 2022.
- C. Consider a motion to appoint _____as Township Civil Engineer at rates according to their proposal for 2022.
- D. Consider a motion to appoint _____as the Township's Zoning Officer and Building Inspector at rates according to their proposal for 2022.
- E. Consider a motion to appoint _____as Township Water/Wastewater Engineer at rates according to their proposal for 2022.
- F. Consider a motion to appoint _____as the Township's Auditor at a cost \$5,950.
- G. Consider a motion to appoint _____as the Township's Emergency Management Coordinator for 2022 and _____as the Township's Deputy Emergency Management Coordinator for 2022.

- H. Consider a motion to appoint _____ as the Township's Fire Marshall for 2022 at the rate of _____ as identified in the 2022 approved budget.
- I. Consider a motion to appoint Leroy Bartholomew as the Census Enumerator for the year 2022 at a rate of \$1,000/year.
- J. Consider a motion to appoint Berks Earned Income Tax Bureau to collect the Earned Income and Occupational Privilege Tax for the Township.
- K. Consider a motion to set the hourly rate for summer help, as needed, at the rate of \$____/hr., returning summer help employees at the rate of \$_____/hr.

7. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

- A. Consider a motion to appoint _____ to the Planning Commission for the remainder of the four-year term of Joseph Buick expiring December 31, 2022.
- B. Consider a motion to appoint _____ to the Park and Recreation Board for a five-year term expiring December 31, 2026.
- C. Consider a motion to appoint _____ as Vacancy Board Chair for a one-year term through December 31, 2022.
- D. Adopt Resolution 22-01 to appoint _____ to the Zoning Hearing Board for a three-year term expiring December 31, 2024.
- E. Consider a motion to reappoint the following _____ as members of the Agricultural Advisory Committee for a one- year term through December 31, 2022 and appoint _____ as the chairman of the Agricultural Advisory Committee.
- F. Consider a motion to reappoint the following _____ as members of the UCC Board for a one- year term through December 31, 2022.

8. Other Reorganization Items:

- A. Consider a motion to authorize Township Manager as the State Association's Convention voting delegate
- B. Consider a motion to authorize attendance of Supervisors, Township Manager and Roadmaster to the State Association Convention
- C. Consider a motion to authorize Township Manager as the County Convention voting delegate
- D. Consider a motion to authorize the attendance of the Supervisors, Township Manager and Roadmaster to the County Convention
- E. Consider a motion to approve a raise for all full-time employees in the amount of 3 percent plus \$1 per hour and a 3 percent increase for the permanent part-time employee.
- F. Consider a motion regarding the 2022 mileage reimbursement rate at the rate established by the Internal Revenue Service
- G. Consider a motion establishing the following 2022 Holiday Schedule for non-unionized employees:
 - Martin Luther King Day- January 17, 2022
 - President's Day- February 21, 2022
 - Good Friday- April 15, 2022
 - Memorial Day- May 30, 2022
 - Independence Day- July 4, 2022

- Labor Day- September 5, 2022
- Thanksgiving Day and Friday following- November 24th and 25th
- Christmas Eve and Christmas Day- December 23rd and 26th.

H. Consider a motion to establish the Township Building/Office hours as follows:

- Monday-Thursday 9:00 AM to 4:30 PM
- Friday 9:00AM to 4:00 PM

9. Fire Company Activities for 2022

A. Consider a motion to approve the following activities by the Fire Company and Fire Police for 2022:

- Parking cars at Perkiomenville Sale on Memorial and Labor Day;
- Fire Prevention, NHUF Elementary School;
- Goschenhoppen Historians Folk Festival;
- UFFC Business meeting, second Monday of the month; Fire/Safety training, Monday evenings;
- Swamp Creek Stomp
- Upper Fredrick Township Community Day
- East Greenville Memorial Day parade;
- Old Goschenhoppen Oyster Picnic;
- St. Luke's Spring & Fall church suppers and events;
- Philadelphia Folk Festival;
- Green Lane Park Haunted Hayride;
- East Greenville Halloween Parade;
- Santa on Fire Truck and
- Other approved Township events.

10. Depositories

A. Consider a motion to retain the following financial institutions as depositories of Upper Frederick Township.

- Univest Bank as the depository of Township funds
- Victory Bank as the depository of Township funds
- Pennsylvania Local Government Investment Trust as the depository of Township funds.
- Great Eastern as the depository of Township funds

11. Meeting Schedule

A. Consider a motion to set the following meeting schedule for Boards and Commissions:

- The last Thursday of the month as the date for the Planning Commission Meeting to begin at 7:00 PM except November the meeting will be November 17th and December the meeting will be December 15th.
- The first Wednesday of the month as the date for the Planning Commission Workshop to begin at 7:00 PM, if needed.
- The third Tuesday of each month, when required, as the date to conduct Zoning Hearings as needed.
- The third Tuesday of each month as the date for the Parks and Recreation Board meeting to begin at 7:00 PM except December the meeting will be the 13th.
- The first Tuesday of May the Board of Auditors will meet at 4:30 PM.

12. Establish Amount of Treasurer's Bond

- A. Consider a motion to set the bond amount for the Treasurer at _____dollars.

13. New Business

- A. Pay bills
B. Resolution for Life Insurance for Employees
C. Consider Exclusive Ambulance Service by Plymouth Ambulance
D. Employee Benefits/Healthcare for 2022
E. Appraisal for 3211 Big Road-

ANNOUNCEMENTS:

Assisted Recycling Friday January 27, 2022 10 AM to 2 PM
Recycling Center will be permanently closed as of February 28, 2022

14. Adjournment