

**UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS**  
**2023 REORGANIZATION MEETING**  
**January 3, 2023**  
**7 PM**  
**AGENDA**

- 1. Call to Order**
- 2. Pledge to the Flag**
- 3. Public Comment**

**4. 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.
- G. Consider a motion regarding the 2023 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.

**5. Appointment of Township Professionals**

- A. Consider a motion to appoint \_\_\_\_\_ as Township Solicitor at rates according to their proposal for 2023.
- B. Consider a motion to appoint \_\_\_\_\_ as Zoning Hearing Board Solicitor at rates according to their proposal for 2023.
- C. Consider a motion to appoint \_\_\_\_\_ as Township Civil Engineer at rates according to their proposal for 2023.
- D. Consider a motion to appoint \_\_\_\_\_ as the Township's Zoning Officer and Building Inspector at rates according to their proposal for 2023.
- E. Consider a motion to appoint \_\_\_\_\_ as Township Water/Wastewater Engineer at rates according to their proposal for 2023.
- F. Consider a motion to appoint \_\_\_\_\_ as the Township's Emergency Management Coordinator for 2023 and \_\_\_\_\_ as the Township's Deputy Emergency Management Coordinator for 2023.
- G. Consider a motion to appoint \_\_\_\_\_ as the Township's Fire Marshall for 2023 at the rate of \_\_\_\_\_ as identified in the 2023 approved budget.
- H. Consider a motion to appoint Berks Earned Income Tax Bureau to collect the Earned Income and Occupational Privilege Tax for the Township.
- I. 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.

## 6. Appointments to Boards, Commissions, And Committees

- A. Consider a motion to appoint \_\_\_\_\_ to the Planning Commission for a four-year term expiring December 31, 2026.
- B. Consider a motion to appoint \_\_\_\_\_ to the Park and Recreation Board for a five-year term expiring December 31, 2027.
- C. Consider a motion to appoint \_\_\_\_\_ as Vacancy Board Chair for a one-year term through December 31, 2023.
- D. Adopt Resolution 23-01 to appoint \_\_\_\_\_ to the Zoning Hearing Board for a three-year term expiring December 31, 2025.
- E. Consider a motion to reappoint the following \_\_\_\_\_ as members of the Agricultural Advisory Committee for a one-year term through December 31, 2023 and appoint \_\_\_\_\_ to the Agricultural Advisory Committee. Appoint \_\_\_\_\_ as the chairman of the Agricultural Advisory Committee.
- F. Consider a motion to reappoint the following \_\_\_\_\_ as members of the Code of Appeals/UCC Board for a one-year term through December 31, 2023.

## 7. 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 Public Works Director 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 Public Works Director to the County Convention
- E. Consider a motion to approve a 5% cost of living pay increase for all full-time employees plus an additional \$0.44/hour pay increase for Public Works staff.
- F. Consider a motion regarding the 2023 mileage reimbursement rate at the rate established by the Internal Revenue Service
- G. Consider a motion establishing the following 2023 Holiday Schedule for non-unionized employees:
  - Martin Luther King Day- January 16, 2023
  - President's Day- February 20, 2023
  - Good Friday- April 7, 2023
  - Memorial Day- May 29, 2023
  - Independence Day- July 4, 2023
  - Labor Day- September 4, 2023
  - Thanksgiving Day and Friday following- November 23<sup>rd</sup> and 24<sup>th</sup>
  - Christmas Eve and Christmas Day- December 22<sup>nd</sup> and 25<sup>th</sup>.
- 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

## 8. Fire Company Activities for 2023

- A. Consider a motion to approve the following activities by the Fire Company and Fire Police for 2023:

- 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.

### **9. 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

### **10. 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.
  - 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.
  - The Board of Auditors will meet at 5:00 PM on January 4, 2023.

### **11. Establish Amount of Treasurer's Bond**

- A. Consider a motion to set the bond amount for the Treasurer at \_\_\_\_\_dollars.

### **ANNOUNCEMENTS:**

Board of Auditors meeting January 4, 2023 at 5 PM  
 Board of Supervisors meeting January 12, 2023 at 7 PM  
 Park and Recreation meeting January 17, 2023 at 7 PM  
 Planning Commission meeting January 26, 2023 at 7 PM

### **12. Adjournment**