

**UPPER FREDERICK TOWNSHIP**  
**BOARD OF SUPERVISORS MEETING MINUTES**  
**January 10, 2024**

The regular monthly meeting for January 10, 2024 was called to order by the Chairman at 7:01 PM.

**TOWNSHIP REPRESENTATIVES IN ATTENDANCE:** William Landman, Chairman; Lisa Fischer, Vice-Chairman; Sean Frisco, Supervisor; Tracy Tackett, Township Manager; Kate Hanna, Record Keeper; Kenn Picardi, Solicitor;

**OTHERS IN ATTENDANCE:** Don Cabot, Bruce Fries, Bill Karaffa, CW Goffer Sr., Bob Marriot, Bill O'Donnell, George Jones, Tracy Harper, Brian Geverd, Jared Landis, Mark Nolan, Carolyn Coleman, Les Benzak, William Morwald, William C. Morwald, Frank Darcy

**Pledge to the Flag**

**HEARINGS**

**Ordinance 2023-03- Zoning Ordinance Amendments Hearing continued from 12-10-24**

**Summary:**

1. Section 285-47.B is proposed to be added requiring sewage treatment plants serving mobile home parks, single-family attached residences and/or multi-family residences may only be located in a Zoning District that permits those residential uses.
2. Section 285-168 is proposed to be amended to increase the parking requirement for townhouses to 2.5 parking spaces per dwelling unit.
3. Section 285-170 is proposed to be amended to require required parking spaces to have unobstructed access to a street or drive aisle, and to require parking for townhouses to be within 500 feet walking distance from required parking.

Mr. Picardi gave a brief description of the hearing process. Questions from the audience were discussed to clarify what the amendments meant. Mr. Picardi closed the hearing at 7:28 pm

**Public Comment**

*NONE*

**MINUTES**

Minutes cannot be approved from the December 2024 BOS meeting due to not having a quorum. It was suggested to possibly post draft minutes after Mr. Frisco has reviewed the minutes.

**MONTHLY REPORTS**

All monthly reports are posted in the lobby of the Township administration building for public review.

### **Treasurer's Report**

The Treasurer's report for December 2023 was submitted and includes all funds budget and income reports and statement of cash balances. Mr. Landman made a motion to accept the Treasurer's Report as presented and file for audit. Ms. Fischer seconded the motion. Motion passed 3-0

### **Bills to be Paid List**

The cash disbursement report for the month of December 2023 was submitted for approval. The list of bills to be paid is included at the end of the Treasurer's report. The total payables for the month are \$99,862.56. Mr. Landman made a motion to approve payment of the bills and to advance to the Treasurer the funds to pay any needed bills or expenditures, to save penalties or accrue interest and payroll, prior to the Board of Supervisors meeting on February 14, 2024. Ms. Fischer seconded the motion. Motion passed 3-0

### **Plymouth Community Ambulance/Lower Frederick Division**

Plymouth Ambulance had 30 calls for the month of December 2023 in Upper Frederick Township.

### **Upper Frederick Fire Company**

Upper Frederick Fire Company reported there were 17 calls for the month of December 2023. The new website is currently being worked on. The UFFC Fund drive is going well. The Fire Company would like to thank the Public Works department for their hard work during the recent weather events.

### **Perkiomen Crossing Water/Sewer Plant Report Perkiomen Crossing & Ivy Ridge**

Mr. Landis stated the plants were running well, no violations. There was a lot of flow at Ivy Ridge during the rain events, this is probably due to residents directing their sump pumps into the sewage system instead of outside of their home. Mrs. Tackett stated staff will work on sending a reminder to residents that they cannot discharge into the system and must direct water out of their homes.

### **Public Works/Road June Report**

Public Works work included roadside maintenance, trail area trim backs, inlet repair, tree trim back, pole barn maintenance, meter readings, playground preparations, equipment repairs and work orders, as requested.

### **Civil Engineer's Report**

Mr. Ulrich stated there is nothing new to report. He gave a brief description of ongoing items on the report for the new supervisors.

### **Building & Zoning Report**

The Building and Zoning report for December 2023 was submitted by LTL Consultants. There were 2 permits issued, 13 inspections and ongoing zoning issues for the month.

### **Planning Commission**

No December meeting

### **CPVRPC**

Nothing to report

### **Parks & Recreation Board**

No December meeting

### **Manager Update**

The manager provided updates on the following:

- Will discuss road projects and building/campus updates the BOS Special Meeting on 1-17-24

## **New Business:**

### **Ordinance 2024-01 Adoption of Zoning Updates**

Mr. Landman made a motion to approve Ordinance 2024-01 amending the following sections of the zoning ordinance:

- Section 285-47.B requiring sewage treatment plants serving mobile home parks, single-family attached residences and/or multi-family residences to only be located in a Zoning District that permits those residential uses.
- Section 285-168 to increase the parking requirement for townhouses to 2.5 parking spaces per dwelling unit.
- Section 285-170 to require required parking spaces to have unobstructed access to a street or drive aisle, and to require parking for townhouses to be within 500 feet walking distance from required parking.

Ms. Fischer seconded the motion. Motion passed 3-0

### **Resolution 2024-03 Fee Schedule Update**

Mr. Landman made a motion to approve Resolution 2024-03 approving the fee schedule as previously adopted with the following changes:

- Building, Plumbing, electrical, mechanical, and sprinkler fees restructured to flat fees rather than fees based on contract amounts as recommended by LTL.
- Grading Permit- adding a permit category for disturbance of 5,000 sf or greater without impervious surface with an application fee of \$200.
- Addition of credit card fees being passed on to applicant (3%+ \$0.50)
- E-check fee (\$1.50)
- Building permits per square foot charge to be increased by \$0.02/per square foot.

Ms. Fischer seconded the motion. Motion passed 3-0

### **Resolution 2024-04 Corporate Authorization- Designation of Signers**

Mr. Landman made a motion to approve Resolution 2024-04 establishing all members of the Board of Supervisors and the Township Manager as signers for the Township. Ms. Fischer seconded the motion. Motion passed 3-0

### **Designation of representative for CPVRPC**

Mr. Landman made a motion to appoint Lisa Fischer as the Board of Supervisors representative to the Central Perkiomen Valley Regional Planning Commission. Mr. Frisco seconded the motion. Motion passed 3-0

### **Accept resignation of David Hartline from Board of Auditors**

Mr. Landman made a motion to accept the resignation of David Hartline from the Board of Auditors. Ms. Fischer seconded the motion. Motion passed 3-0

### **Agricultural Board Appointment**

Mr. Landman made a motion to appoint Brian Geverd to the Agricultural Advisory Committee. Ms. Fischer seconded the motion. Motion passed 3-0

### **Board of Auditor Appointment**

No motion made. Postpone until February

### **Vacancy Board Appointment**

No motion made. Postpone until February

### **Authorization to move forward with ordinance and signage for brake retarders**

Mr. Landman made a motion to authorize staff to move forward with preparing the ordinance updates and purchase of signage to prohibit brake retarders approaching the intersections of Perkiomenville and Big Road and Neiffer and Big Road. Ms. Fischer seconded the motion. Motion passed 3-0

### **Alternative Utility Payment Arrangement Request in Perkiomen Crossing- 4440 Glenwood Drive**

Mr. Landman made a motion to authorize the manager to enter into an alternative utility payment arrangement with the owner of 4440 Glenwood allowing monthly payments of \$30/month for up to six months with the condition that the owner provide documentation that financial assistance is applied for during this time. Ms. Fischer seconded the motion. Motion passed 3-0

### **School House Renovations- Authorization to move forward with RFPs for demolition work and schedule Campus Renovations for January 17<sup>th</sup>, 2024.**

Mr. Landman made a motion to authorize the manager to begin developing RFPs for the demolition work for the school house. Ms. Fischer seconded the motion. Motion passed 3-0

### **855 Perkiomenville- Authorization to continue discussion of possible greenway easement and request from Montgomery County to contribute \$84,576 toward farm preservation of 855 Perkiomenville, Rd.**

The Board would like Mrs. Tackett to reach out to the property owner to have a site visit and possibly discuss acquiring an easement along the creek for future trail connections.

### **Authorization to move forward with RFPs for Township Engineer, Township Environmental/Water/Wastewater Engineer, and Township Solicitor**

Mr. Landman made a motion to authorize the manager to finalize RFPs for Township Engineer and Township Solicitor subject to edits as discussed and advertise. Ms. Fischer seconded the motion. Motion passed 3-0

### **Discuss tasks of Fire Marshal position**

A discussion took place discussing the role of the Fire Marshal. Mr. Landman would like to reach out to Mr. Gammon (Fire Marshall for Lower Frederick) to see if he would be interested in mentoring a member of UFFC to take this position in the future. The Board asked Bill O'Donnell if he would be willing to reach out to Mr. Gammon on behalf of the Township to see if he would be willing to assist with this

process. Mr. O'Donnell agreed he was willing to help. Mrs. Tackett will work on putting a job description together for this position.

**Website- additional information to be posted**

The Board discussed the new website. Mrs. Tackett requested they review the draft website and note if they would like any additions or changes. Mr. Landman and Ms. Fischer would like to obtain proposals for video and livestreaming of BOS Meetings.

**Old Business:**

None

**UPCOMING MEETINGS**

Parks Board Meeting January 23, 2024 at 7 PM

Planning Commission Meeting January 25, 2024 at 7 PM

Board of Supervisors Special Meetings January 17, January 24, and January 31, 2024 at 7 PM

**ANNOUNCEMENTS:**

**ADJOURNMENT**

Mr. Landman motioned and Ms. Fischer seconded to adjourn the regular meeting at 9:14 PM. Motion passed 3-0.



William Landman, Chairman



Lisa Fischer, Vice- Chairman



Sean Frisco, Supervisor