

**UPPER FREDERICK TOWNSHIP**  
**BOARD OF SUPERVISORS**

**BOS Workshop Meeting Minutes**  
**October 6, 2022**

The workshop meeting of the Upper Frederick Township Board of Supervisors, was called to order by the Chairman at 7:00 PM.

**Attending Were:** Sean A. Frisco, Chairman; Ronald Di Francesco Vice Chairman; Tracy Tackett, Township Manager; Kate Hanna; Steve Heller; Chris Jones

**Others in Attendance:** None

**Pledge to the Flag**

**Approval of Minutes:** None

**Public Comment:**  
None

**BUSINESS BEFORE THE BOARD**

**Request for Amendment to Agenda**

Mrs. Tackett requested an amendment to the agenda in accordance with Section 712.1(e) of the Pennsylvania Sunshine Act to allow discussion and consideration of the purchase a Ram 5500 truck. Mrs. Tackett explained that there is a very short window of opportunity to purchase major Public Works equipment and if the township would like to move forward with the purchase of this vehicle in 2023 a letter of intent is required to be sent o the manufacturer by October 7, 2022. Mr. Frisco made a motion to amend the agenda to include the addition of issuing a letter of intent to purchase a Ram 5500. Mr. Di Francesco seconded the motion. Motion passed 2-0.

**Old Business**

None

**New Business**

**1. Frederick Living Request for Special Event Permit Waiver Fee**

Mr. Frisco made a motion to waive the \$75 special event permit fee for Frederick livings Fall Fest on October 8, 2022, Mr. Di Francesco seconded the motion. Motion passed 2-0

**2. Frederick Living Request for Fire Police and a Fire Truck at the Community Event October 8, 2022**

Frederick Living has requested use of the fire police and also a fire truck to have at the event for the community to view. Mr. Frisco made a motion to provide the requested service and have a fire truck at the event. Mr. Di Francesco seconded the motion. Motion passed 2-0.

**3. Budget Meeting**  
**Public Works**

Mr. Heller and Mr. Jones discussed the needs of the public works department and road projects that they would like to see included in the 2023 Budget

#### **General Fund**

The board was presented with the current fund balances and what revenues and expenses we anticipate through the end of the year.

#### **Water/Sewer Fund**

Reviewed the water/sewer fund balances and expenditures.

#### **4. Authorization to Order and Purchase a Ram 5500 as part of the 2023 Township Budget.**

Mr. Heller stated the current 2011 550 is not safe to drive, it has been checked out by 3 different mechanics that cannot diagnose the issues. The vehicle is currently parked. Mr. Heller has looked into new vehicles and explained that due to high demand and limited availability the window of opportunity, the only way to purchase one in late-2023 is to order it by October 7th. The cost of the truck will be \$142,000 and the estimated delivery would be late 2023, or possibly 2024.

Mrs. Tackett explained that this item was intended to be included in the 2023 budget per preliminary budget discussions and by authorizing the ordering of this truck now, it would be incorporated into the 2023 budget. Mrs. Tackett further noted that the addition of this item to the agenda is consistent with the Section 712.1(e) of the Sunshine Act and the agenda will be appropriately posted the following business day in accordance with the requirements.

Mrs. Tackett requested authorization to issue a letter of intent to purchase Ram 5500 for \$142,000. If approved this item will be included in the draft 2023 Township Budget. Mr. Frisco made a motion to authorize Mrs. Tackett to issue a letter of intent to purchase a Ram 5500. Mr. Di Francesco seconded the motion. Motion passed 2-0.

#### **5. Draft Agenda October 13, 2022**

Board reviewed the draft agenda for the BOS meeting on October 13, 2022.

#### **Updates:**

##### **Manager Report**

Discussion included the possibility of having a Veterans Day event, water pipe painting at water plant, the Planning Commission meeting and the audit.

#### **UPCOMING MEETINGS**

Board of Supervisors Regular Meeting October 13, 2022 at 7 PM

Parks Board Meeting October 18, 2022 at 7 PM

Planning Commission Meeting Scheduled October 27, 2022 at 7 PM – CANCELED Rescheduled for November 2, 2022

#### **ANNOUNCEMENTS**

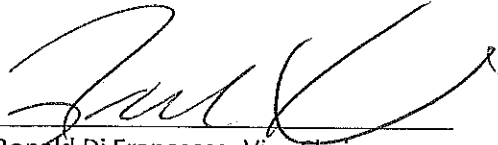
Frederick Living Fall Festival October 8, 10am to 2pm

Haunted Campground Hayride – Green Lane Park, October 8, 5:30 to 9:30pm

Mr. Frisco motioned and Mr. Di Francesco seconded to adjourn the regular meeting at 8:13 PM



Sean A. Frisco, Chairman



Ronald Di Francesco, Vice Chairman