

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

**BOS Workshop Meeting**  
**April 7, 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;

**Others in Attendance:** Don Cabot, Mark Nolan

**Pledge to the Flag**

**Approval of Minutes:** Mr. Frisco made a motion to approve the March 3, 2022 Board of Supervisors Meeting Minutes. Motion was seconded by Mr. Di Francesco and passed.

**Public Comment:**

None

**BUSINESS BEFORE THE BOARD**

**Discussion of Maturing Certificates of Deposit (CD)**

The Township has certificates of deposit that are coming to the end of their term. Maturing CD's have good rates, but CD rates currently are not as good, so reinvesting them will be at a much lower rate. It was noted that if the Board would like to utilize the funds of the CD maturing on April 11, 2022, those funds could be used to offset the purchase of 3211 Big Road, this CD is currently earmarked for Public Funds. If the CD's are reinvested, the Treasurer recommends shorter term investments due to the possibility of rising rates. The Board would like to discuss further at the Board of Supervisors meeting on April 14, 2022.

**3211 Big Road – Purchase Update**

**a. Inspection Update**

Mrs. Tackett stated all inspections are complete at this time. Reports received to date are included in the BOS packet.

**b. Budget Amendment – Funds to Use**

Board agrees with utilizing available general funds towards the purchase.

**Discuss Cost Saving Options for Water and Sewer Funds**

**a. Consider eliminating the call-in payment option or charge a fee**

Office staff is currently down to two employees. Mrs. Tackett noted that a majority of phone calls is for water and sewer payments. This is sometimes a timely task switching between software programs. It is also noted that residents might be calling in to avoid paying a processing fee online. Residents can pay online with a fee, or by check (no fee) in person (no fee). Mrs. Tackett suggested looking at alternatives to reduce payments by phone through office staff. Board would like to think about this further before making any decisions.

**b. Reduction of Consultant services**

Mrs. Tackett provided the board with a spreadsheet summarizing tasks done by IES and Miller Engineering. It seems the township can scale back on work performed by IES. Many of the tasks can be completed by

Miller while onsite. IES would be utilized more for consulting, new developments and studies that need to be completed rather than day to day activities at the plants. Mrs. Tackett will look further into alternatives that will result in improved efficiencies and cost savings.

### **Discuss RFP for Building/Campus Design Services/Request for Proposals for Professional Architectural Services.**

Mrs. Tackett would like to begin looking for alternatives for an expanded meeting room and develop a long-term plan for administration, public works and the School House. Board suggests putting together a plan for what will be needed in the future before looking for architectural design and upgrades. The Board directed Mrs. Tackett to request proposals for qualified firms to assist with preliminary needs assessments and potential conceptual alternatives.

### **Possible Newsletter Topics**

Mrs. Tackett presented the following potential topics for the newsletter and asked for comments on the list as well as suggestions for additional topics.

- Community Day
- Swamp Creek Stomp- pictures
- Septic pumping reminders
- Alternative recycling options
- Sump pump rules
- Permits- what needs a permit
- Montco events
- COVID Resources
- Stormwater management
- Public Works items
- Park information
- Announce acquisition of 3211 Big Rd.
- Message from BOS/Chairman
- Meeting Schedule

Additional topics suggested include: general resources available at parks and to include Green Lane Park. Include information about Police/Fire/EMS. Mrs. Tackett will continue

### **Review draft agenda**

The board reviewed the draft agenda for the April 14, 2022 meeting. No additions were made.

### **Manager Report**

#### **a. Building AC Compressor**

Air conditioning compressor died in the office AC system. Board recommends replacing AC compressor.

#### **b. Update of 744 Perkiomenville Road**

Mrs. Tackett walked the property with owner's daughter. They were not too happy with the cost estimate the township provided. Owners would possibly be open to the appraisal if the township would include a 5-lot subdivision on the portion of the property not to be sold to township. Mrs. Tackett stated the property is not conducive to using for Public Works due to the steep slope between the Township property and this property, so the purchase would only be for open space. The Board recommends not pursuing this purchase at this time.

#### **c. Staffing Changes**


Mrs. Tackett would like to have an executive meeting at some point in the future to discuss staffing changes. Board decided to do this at a future meeting.

ANNOUNCEMENTS:

Swamp Creek Stomp scheduled April 9, 2022 at 9 AM  
Conditional Use Hearing Scheduled April 20, 2022 at 7 PM at St. Luke's Church

Mr. Frisco motioned and Mr. Di Francesco seconded to adjourn the regular meeting at 7:36 PM

  
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Sean A. Frisco, Chairman

  
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Ronald Di Francesco, Vice Chairman

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William Tray, Supervisor