

UPPER FREDERICK TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING

January 3, 2022

7:00 PM

The 2022 Reorganization Meeting of the Upper Frederick Township Board of Supervisors was called to order at 7:00 PM. Attending were Ron DiFrancesco, Supervisor; William Tray, Supervisor; Sean Frisco, Supervisor; Tracy Tackett, Township Manager and Kate Hanna, Administrative Assistant

Others in Attendance

Michelle and David Hanson, Pat Corcoran, UFFC; Tom Trojansky, Plymouth Ambulance; Jared and Barbara Landis, Westview Drive; David Hartline

Oath to Office

Oath to Office was administered by Catherine Hanna, Notary Public, to Mr. Di Francesco, Mr. William Tray and Mrs. Michele Hanson

PUBLIC COMMENT PERIOD

Mr. Frisco called for any public comments. There were none.

BUSINESS BEFORE THE BOARD

Reorganization

Mr. Tray made the motion appointing Sean Frisco as temporary Chairman. Mr. DiFrancesco seconded the motion. Motion was approved by all.

Mr. Frisco made the motion appointing Tracy Tackett as temporary Secretary. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Tray made the motion appointing Mr. Frisco as Chairman of the Board of Supervisors for 2022. Mr. DiFrancesco seconded the motion. Motion was approved by all.

Mr. Frisco made the motion appointing Mr. DiFrancesco as Vice-Chairman of the Board of Supervisors for 2021. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made the motion appointing Tracy Tackett to the position of Secretary of Upper Frederick Township. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made the motion appointing Linda Major of Major & Mastro, LLC 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. Mr. Tray seconded the motion. Motion was

approved by all.

Mr. Frisco made the 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. Mr. Tray seconded the motion. Motion was approved by all.

Appointment of Township Professionals

Mr. Frisco made a motion to appoint Yergey, Daylor, Allebach, Scheffey, Picardi as Township Solicitor at rates according to their proposal for 2022. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Fox, Rothschild, LLP as Zoning Hearing Board Solicitor at rates according to their proposal for 2022. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint LTL Consultants as Township Civil Engineer at rates according to their proposal for 2022. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint LTL Consultants as the Township's Zoning Officer and Building Inspector at rates according to their proposal for 2022. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint iES Engineers as Township Water/Wastewater Engineer at rates according to their proposal for 2022. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Reynolds, Pittner & Associates, Certified Public Accountants as the Township's Auditor at a cost \$5,950. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Barb Landis as the Township's Emergency Management Coordinator for 2022 and Jared Landis as the Township's Deputy Emergency Management Coordinator for 2022. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Pat Corcoran as the Township's Fire Marshall for 2022 at the rate of \$4,000.00 as identified in the 2022 approved budget. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Leroy Bartholomew as the Census Enumerator for the year 2022 at a rate of \$1,000/year. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Berks Earned Income Tax Bureau to collect the Earned Income and Occupational Privilege Tax for the Township. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to set the hourly rate for summer help, as needed, at the rate of \$12/hr., returning summer help employees at the rate of \$15/hr. Mr. Tray seconded the motion. Motion was approved by all.

APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

Mr. Frisco made a motion to appoint Dave Hartline to the Planning Commission for the remainder of the four-year term of Joseph Buick expiring December 31, 2022. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Desra Keenan to the Park and Recreation Board for a five-year term expiring December 31, 2026. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint James Armstrong as Vacancy Board Chair for a one-year term through December 31, 2022. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to Adopt Resolution 22-01 to appoint Donald Cabot the Zoning Hearing Board for a three-year term expiring December 31, 2024. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to reappoint the following William Tray, Merrill Mest, Jackie Rhoads, Troy Armstrong, and Al Gouldy as members of the Agricultural Advisory Committee for a one-year term through December 31, 2022 and appoint William Tray as the chairman of the Agricultural Advisory Committee. Mr. DiFrancesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to reappoint the following Jack Althouse, Dale Barber, John Neeld, Jason DeVoll, and Ray Bortz as members of the UCC Board for a one-year term through December 31, 2022. Mr. Tray seconded the motion. Motion was approved by all.

Other Reorganization Items:

Mr. Frisco made a motion to authorize Township Manager as the State Association's Convention voting delegate. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to authorize attendance of Supervisors, Township Manager and Roadmaster to the State Association Convention. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to authorize Township Manager as the County Convention voting delegate. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to authorize the attendance of the Supervisors, Township Manager and Roadmaster to the County Convention. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made 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. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion regarding the 2022 mileage reimbursement rate at the rate established by the Internal Revenue Service. Mr. Tray seconded the motion. Motion was approved by all.

Mr. Frisco made a motion establishing the following 2022 Holiday Schedule for non-unionized employees:

Mr. Tray seconded the motion. Motion was approved by all.

- 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.

Mr. Frisco made 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

Mr. Tray seconded the motion. Motion was approved by all.

Fire Company Activities for 2022

Mr. Frisco made a motion to approve the following activities by the Fire Company and Fire Police for 2022:

Mr. Tray seconded the motion. Motion was approved by all.

- 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.

Depositories

Mr. Frisco made a motion to retain the following financial institutions as depositories of Upper Frederick Township. Mr. Tray seconded the motion. Motion was approved by all.

- 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

Meeting Schedule

Mr. Frisco made a motion to set the following meeting schedule for Boards and Commissions, Mr. Tray seconded the motion. Motion was approved by all.

- 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.

Establish Amount of Treasurer's Bond

Mr. Frisco made a motion to set the bond amount for the Treasurer at 3.6 million dollars. Mr. Tray seconded the motion. Motion was approved by all.

New Business

The cash disbursement report for the month of December 2021 was submitted for approval. The list of bills to be paid is included at the end of the minutes. The total payables for the month are \$27,046.87; Mr. Frisco 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 January 13, 2022. Mr. Tray seconded the motion. Motion was approved by all.

Resolution for Life Insurance for Employees

As previously discussed, the Township will be providing life insurance coverage in the amount of \$25,000 for each full-time employee. This resolution authorizes the township's participation in this program. Mr. Frisco made a motion to approve Resolution 2022-02 authorizing the participation of Upper Frederick Township in the Pennsylvania Townships Health insurance cooperative trust pursuant to the Pennsylvania Intergovernmental Cooperation Law. Mr. Tray seconded the motion. Motion was approved by all.

Consider Exclusive Ambulance Service by Plymouth Ambulance

Mr. Frisco made a motion to authorize the township manager to notify County Emergency dispatch, Harleysville Ambulance and Plymouth Ambulance for the Township's intention to

utilize Plymouth Ambulance as the exclusive ambulance service for Upper Frederick Township entirely on March 1, 2022. Mr. Tray seconded the motion. Motion was approved by all.


Mr. Frisco motioned and Mr. Tray seconded to adjourn the regular meeting at 7:41 PM and convene to executive session, motion was approved by all.

Mr. Frisco motioned and Mr. seconded to adjourn the executive session at 8:00 PM and convene to the regular meeting, motion was approved by all.

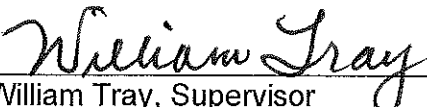
Mr. Frisco motioned and Mr. Tray seconded to adjourn the regular meeting at 8:02 PM Motion was approved by all.



Sean A. Frisco, Chairman



Ron DiFrancesco, Vice-Chairman



William Tray, Supervisor

10:05 AM

01/25/22

Accrual Basis

Upper Frederick Township
Expenses by Vendor Detail
December 10 - 29, 2021

Type	Date	Num	Memo	Amount
21st Century Media - Philly Cluster				
Bill	12/23/2021	2258301 & 2258297	Planning Commission date change	52.14
Bill	12/23/2021	2258301 & 2258297	Advertise for Auditor	49.60
Total 21st Century Media - Philly Cluster				101.74
Advanced Appraisal				
Bill	12/23/2021	21-153	3211 Big Road Appraisal	375.00
Total Advanced Appraisal				375.00
Bradley United Tire & Service - Pottstown				
Bill	12/23/2021	106449	Truck #1 F-350 New tire	120.00
Total Bradley United Tire & Service - Pottstown				120.00
cintas				
Bill	12/23/2021	4102721597	Uniforms	121.18
Bill	12/23/2021	4104773342	Uniforms	146.21
Total cintas				267.39
Comcast				
Bill	12/23/2021	8499102720011472	Internet	107.95
Total Comcast				107.95
Cogle's Recycling, Inc				
Bill	12/23/2021	433883	Recycling	283.16
Total Cogle's Recycling, Inc				283.16
cpvrpc				
Bill	12/23/2021	01	2022 Membership	2,500.00
Total cpvrpc				2,500.00
Crystal Springs				
Bill	12/23/2021	19893937120821	Cooler Rtl	28.00
Total Crystal Springs				28.00
David Bonkovich				
Bill	12/23/2021	21LD1218	Emergency water leak detection -...	350.00
Total David Bonkovich				350.00
Denney Electric Supply				
Bill	12/23/2021	S101767596.001	LED flood light - dusk to dawn bulb	165.25
Total Denney Electric Supply				165.25
eddinge				
Bill	12/23/2021	22367-0	Propane 449.10 gallons @ 2.00 p...	898.20
Total eddinge				898.20
gilbauto				
Bill	12/23/2021	103531	Truck #1 2011 F350 lights	17.66
Bill	12/23/2021	103546	bit set	67.49
Bill	12/23/2021	103663	Truck #4 2016 F750 lights	21.76
Bill	12/23/2021	104544	Truck #3 2021 peterbuilt def fluid	49.96
Bill	12/23/2021	104538	ratchet set	17.49
Bill	12/23/2021	103655	Truck #6 2018 Dodge hydro filter	49.32
Bill	12/23/2021	104542	cable ties, adapter, cond pad	67.85
Bill	12/23/2021	105548	Truck #6 F550 - taillight and towels	159.89
Bill	12/29/2021	106667	Jack Stands	1,125.00
Bill	12/29/2021	106190	DEF pump and fluid	262.26
Total gilbauto				1,838.68
guidemark				

Upper Frederick Township Expenses by Vendor Detail December 10 - 29, 2021

Type	Date	Num	Memo	Amount
Bill	12/29/2021	34506	Line Stripping	3,715.60
Total guidemark				3,715.60
Kimball Midwest				
Bill	12/23/2021	9442448	shop supplies	437.86
Bill	12/29/2021	9443787	terminal	69.00
Total Kimball Midwest				506.86
levengoo				
Bill	12/23/2021	62299	Hauled sludge 12-7-21 4,000 Gal...	270.00
Bill	12/23/2021	62575	Hauled sludge 12-10-21 4,000 G...	270.00
Bill	12/23/2021	62894	Hauled sludge 12-15-21 4,000 G...	270.00
Bill	12/23/2021	63002	Hauled sludge 12-7-21 4,000 Gal...	270.00
Total levengoo				1,080.00
Iti				
Bill	12/23/2021	2111	Opossum - Blue Sky Property - P...	104.00
Bill	12/23/2021	12-20-21	BOS Meeting	124.16
Bill	12/23/2021	12-20-21	Misc Eng tasks	131.68
Bill	12/23/2021	12-20-21	ALberts Tract	1,225.88
Bill	12/23/2021	12-20-21	Brookside-Hunsberger-Perkiome...	3,150.40
Bill	12/23/2021	12-20-21	Big Road Subdivision	424.63
Bill	12/23/2021	12-20-21	Misc Building tasks	81.25
Bill	12/23/2021	12-20-21	Building Inspections	215.94
Bill	12/23/2021	12-20-21	Resale U & O	1,124.69
Bill	12/23/2021	12-20-21	General Zoning Tasks	728.05
Bill	12/23/2021	12-20-21	building permit processing	302.96
Total Iti				7,613.64
Main Pool & Chemical				
Bill	12/23/2021	2192368	Gpac polyaluminum chloride, bio...	2,120.00
Bill	12/23/2021	2192369	hypochlorite 295 gal	973.50
Bill	12/23/2021	2192369	hypochlorite 45 gal	148.50
Total Main Pool & Chemical				3,242.00
Nyce Crete & Landis Block & Concrete				
Bill	12/23/2021	944959	Park Bench ends - Wayland	137.50
Total Nyce Crete & Landis Block & Concrete				137.50
Office Basics				
Bill	12/23/2021	I-1924809	Covid tests - American Rescue Pl...	87.96
Bill	12/23/2021	I-1910055	binder clips	6.12
Total Office Basics				94.08
PECO 06780-64036				
Bill	12/23/2021	06780-64036	Electric - sign	41.69
Total PECO 06780-64036				41.69
PECO 42563-01304				
Bill	12/23/2021	42563-01304	Electric office	242.32
Total PECO 42563-01304				242.32
PECO 54787-01602				
Bill	12/23/2021	54787-01602	Electric - Water	177.08
Total PECO 54787-01602				177.08
Petroleum Traders Corp.				
Bill	12/23/2021	1725409	Diesel Dyed 136 gallons @ \$2.39...	326.11
Total Petroleum Traders Corp.				326.11
promark				

10:05 AM

01/25/22

Accrual Basis

Upper Frederick Township
Expenses by Vendor Detail
December 10 - 29, 2021

Type	Date	Num	Memo	Amount
Bill	12/23/2021	7457	Tree removal Faust road	1,575.00
Total promark				1,575.00
Ricoh				
Bill	12/23/2021	5063327127	Base 12-1-21 to 2-28-22	297.70
Total Ricoh				297.70
Sands Ford of Red Hill				
Bill	12/23/2021	94057	Dodge truck	7.00
Total Sands Ford of Red Hill				7.00
selective				
Bill	12/23/2021	790-310-005 2020	Balance on Insurance	290.00
Total selective				290.00
Suburban Testing				
Bill	12/23/2021	1L03099	testing - PC SDWA	41.50
Bill	12/23/2021	1L00785	testing - WWTP Ivy Ridge	146.50
Bill	12/23/2021	1J01058	Quarterly outfall - Ivy	17.50
Bill	12/23/2021	1G00410	Perk Crossing WWTP - weekly N...	92.00
Bill	12/23/2021	1L00792	Perk Crossing WWTP - 2x monthl...	75.00
Bill	12/23/2021	1I00782	testing - WWTP Ivy Ridge	146.50
Total Suburban Testing				519.00
Tracy Tackett				
Bill	12/23/2021	12-22-21	Emergency Management training	145.92
Total Tracy Tackett				145.92
TOTAL				27,046.87

BOARD OF SUPERVISORS
ATTENDANCE SIGN-IN SHEET

Reorganization Meeting
JANUARY 3, 2022

Name

Address

Michelle & David Hanson	Locust Ln Perkiomenville
Pat Corcoran	UFPC
Tom Trojan sky	PLYMOUTH AMBULANCE
Jared & Barbara Landis	Westview Dr Perkiomenville
David Hartwig	Upper Frederick