

UPPER FREDERICK TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
April 13, 2023

The regular monthly meeting for April 2023 was called to order by the Chairman at 7:01 PM.

OFFICIALS/CONSULTANTS IN ATTENDANCE: Sean Frisco, Chairman; Ronald Di Francesco, Vice-Chairman, Thomas Trojansky, Supervisor; Tracy Tackett, Township Manager; Norm Ulrich, LTL Consultants; Kenn Picardi; Matt Landis; Kevin Murray, Park Board

OTHERS IN ATTENDANCE: Lois Hoffman, Mike Petosa, John Homa, Tracy Harper, Dawn Grove, Caroline Coleman, Les Benzak, Thomas Blair, Bruce Fries, Pat Corcoran, Mark Nolan, Robert & Penny Marriot, Frank Darcy

Pledge to the Flag

Announcement of Executive Session to Discuss Matters of Litigation/Potential Litigation

Chairman Frisco announced an executive session was held at 6:00pm to discuss matters of litigation/potential litigation. Mr. Frisco motioned and Mr. Di Francesco seconded to adjourn the executive session at 6:50 PM. Motion passed 3-0

Public Comment Policy Review

Mr. Picardi explained the public comment policy as outlined in Resolution 2021-11. Public comments are to be permitted during the public comment period and residents are permitted to speak for a 3-minute period.

Public Comment

Les Benzak, Swaisford Road – Mr. Benzak requested clarification on the Public Comment Policy

MINUTES

Mr. Frisco would like revisions to the minutes. No minutes approved.

TREASURER'S REPORT

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

BILLS TO BE PAID LIST

The cash disbursement report for the month of March 2023 was submitted for approval. The list of bills to be paid is included at the end of the report. The total payables for the month are \$153,951.98; 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 May 11, 2023. Mr. Di Francesco seconded the motion. Motion passed 3-0.

EMERGENCY SERVICES

Plymouth Community Ambulance/Lower Frederick Division

The monthly report from Plymouth Ambulance was submitted and posted for review. There were 22 calls for the month of March 2023 in Upper Frederick Township.

FIRE COMPANY REPORT

Upper Frederick Fire Company reported there were 19 calls for the month of March 2023.

PERKIOMEN CROSSING WATER/SEWER PLANT REPORT PERKIOMEN CROSSING& IVY RIDGE

Report is posted for public review. Mr. Landis reported the plants are good. No violations to report. Mr. Landis is replacing light bulbs with LED bulbs at the plants. He is also researching a new dissolved oxygen meter, the current one is broken and he has been taking manual reads.

PUBLIC WORKS/ROAD REPORT

The monthly Public Works/Road report for March 2023 was presented and a copy has been posted for public review. Work included swale repair, road maintenance, tree work on Faust, work orders as requested, and miscellaneous repairs and maintenance to equipment.

CIVIL ENGINEER'S REPORT

Mr. Ulrich stated the monthly report for March 2023 has been updated, posted and distributed. LTL issued a Notice to Proceed to Sacks and Sons. Necessary paperwork has been received, BOS need to execute the contract. Project will be scheduled to begin soon.

BUILDING & ZONING REPORT

The Building and Zoning report for March 2023 was submitted by LTL Consultants and was distributed and posted. There were 7 permits issued, 6 inspections and ongoing zoning issues for the month. Mr. Picardi stated the zoning violation for Gravel Pike is set for hearing on April 19, 2023. The township has received complaints regarding 1716 Snyder Road, Mr. Koch sent a letter to the owner requesting the property be secured. A notice of violation will be issued if there is no response

PLANNING COMMISSION

Planning Commission Meeting was held on March 30, 2023. Primary discussion included looking at updates to the water supply standards in the Subdivision and Land Development ordinance.

CPVRPC

No Meeting

PARKS & RECREATION BOARD

Parks and Recreation met on March 21, 2023. Mr. Murray stated the township received 2 grants, one for the playground and one for the schoolhouse. They are working with the Boy Scouts on Eagles Scout projects in Wayland Park. Community Day planning has started.

Manager Update

Mrs. Tackett stated most items for update are agenda items. The Hydrant Study presentation will be May 4, 2023 at 7 pm.

BUSINESS BEFORE THE BOARD

Old Business:

Resolution 2023-03 Perkiomen Crossing Operation and Maintenance Manual and Emergency Response Plan
Mr. Frisco made a motion to approve resolution 2023-03 adopting the Perkiomen Crossing Operation and Maintenance Manual and Emergency Response Plan. Mr. Di Francesco seconded the motion. Motion passed 3-0.

New Business:

- 1. Resolution 2023-04 Water Supply Ordinance Authorization for Public Hearing**
Mrs. Tackett stated the hearing will be held on May 4, 2023 at 6pm. It was explained that bonding language was incorporated into the ordinance as recommended by Montgomery County Planning Commission. Mr. Frisco made a motion to approve Resolution 2023-04 to authorize a public hearing on Thursday, May 4, 2023 at 6pm to be held at St. Luke's Lutheran Church located at 3206 Big Road, Zieglerville, PA to consider updates to the Upper Frederick Township Subdivision and Land Development Ordinance relating to water supply standards. Mr. Di Francesco seconded the motion. Motion passed 3-0
- 2. Resolution 2023-05 to allow Thomas Trojansky to be a signatory for the Township**
Mr. Frisco made a motion to adopt Resolution 2023-05, to approve Thomas Trojansky as a signatory. Mr. Di Francesco seconded the motion. Motion passed 2-0
- 3. Next Steps Regarding Architectural Concept Plans for Meeting Room & Renovations**
Mrs. Tackett discussed the progress of planning for a new meeting space and administrative area. Currently there are 3 concepts, renovate school house into meeting room, renovate garage bays into meeting space or build an addition. At this point it seems utilizing the school house would be the most cost-effective option. Mrs. Tackett recommends getting a proposal from Carnevale Eustis Architects to construction prepare plans as they specialize in historic buildings. Mr. Frisco made a motion to authorize the Township manager to obtain a proposal from Carnevale Eustis Architects to prepare construction plans for the conversion of the school house to a meeting room and to finalize concept plans from Kimmel Bogrette for two future meeting room scenarios, one as an addition on the front of the existing building and the other utilizing the lower level of the three bay garage at the rear of the building, as well as admin space reconfiguration and public works expansion alternatives. Mr. Di Francesco seconded the motion. Motion passed 3-0
- 4. Discuss use of meeting room at St. Luke's Lutheran Church for regular BOS meetings in 2023- May 4th Meeting scheduled to occur at St. Luke's**
Mrs. Tackett discussed the possibility of holding the Board of Supervisors meetings at St. Luke's due to increased attendance. The Board of Supervisors discussed and decided to continue using the township meeting room and revisit this alternative in the future, if necessary.
- 5. Faust Road & Sweisford Road Project Update – Authorization to purchase pipe for approved construction project.**
Mrs. Tackett stated that the pipe purchase was separate from the bid in order to save mark up costs. Mr. Frisco made a motion to authorize the Township manager to purchase pipe from LB Water under the

COSTARS program as outlined in the quotes from LB Water totaling \$32,026.78 for Faust Road and \$1,850.32 for Sweisford Road. Mr. Di Francesco seconded the motion. Motion passed 3-0

6. Website updates/additional information to be posted on website.

Mrs. Tackett has started the process of transitioning the website host from CivicPlus to PSATS, which will result in a significant cost savings to the township. It is suggested to upgrade from Wordpress to Townpress. Because Townpress is not included with the PSATS transition it is recommended we use The IT Dept, LLC to assist in the setup of the new website. A discussion took place with ideas of additional information that can be provided on the website at the board's direction.

Mr. Frisco made a motion to authorize the manager to use The IT Dept. LLC, as needed, to assist with the website conversion at a cost not to exceed \$2,000. Mr. Di Francesco seconded the motion. Motion passed 3-0

7. Message Board Advertising Policy

Mrs. Tackett explained that we have received a few inquiries to advertise on the new sign. The board agreed they would like to use it only for township related messages at this time.

8. Free Wood Policy

Residents have asked about the possibility of entering township property to collect downed wood. Mrs. Tackett stated if the board would like, she will begin to draft a policy for this. After a discussion it was suggested that we continue this topic to a later date.

9. Audio Tape Policy

Mrs. Tackett stated there has been some recent conflict relating to the release of audio recordings from meetings, so until a policy is adopted, staff will stop taping the regular meetings and will just rely on notes taken for the minutes. It has been the practice of the township to record meetings for the sole purpose of assisting with minute taking and to delete recordings after minutes have been approved. Mr. Picardi stated, he believes, most municipalities use recordings for assistance in minute preparation only and that they do not release them, he will look into surrounding municipalities ordinances for policy guidance. Mr. Frisco made a motion to authorize Mr. Picardi to draft a policy for the use of audio recording at meetings. Mr. Di Francesco seconded the motion. Motion passed 3-0

Public Comment:

Frank Darcy, Big Road – Mr. Darcy commented on the wood discussion, sign discussion and explanation of items on agenda

Tracy Harper, Big Road – Ms. Harper commented on the public comment period policy

Dawn Grove, Big Road – Ms. Grove commented on the approval and posting of minutes

Les Benzak, Sweisford Rd – Mr. Benzack commented on the PSATS web hosting, ethics violation and public comment periods

Bruce Fries, Colonial Road – Mr. Fries commented on the water supply ordinance.

Wenda Kramer, Colonial Road – Ms. Kramer commented on the Log house on Colonial Road.

ANNOUNCEMENTS:

- Parks & Recreation Meeting April 18, 2023 at 7 PM
- Planning Commission April 27, 2023 at 7 PM
- Water Study Ordinance Update Hearing May 4, 2023 at 6 PM
- Hydrant Study Presentation May 4, 2023 at St. Luke's Lutheran Church at 7 PM
- Election Day May 16, 2023

UPCOMING MEETINGS

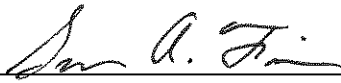
(Check website agenda <https://www.upperfrederick.org/AgendaCenter> prior to meeting for possible cancellations)

Parks Board Meeting April 18, 2023 at 7 PM

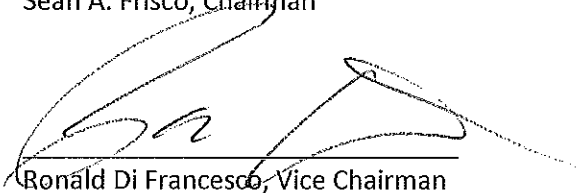
Planning Commission Meeting April 27, 2023 at 7 PM

ADJOURNMENT

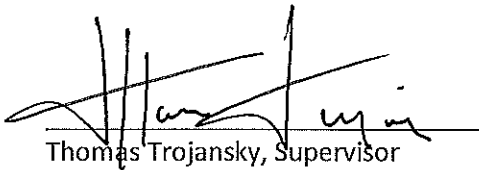
Mr. Frisco motioned and Mr. Di Francesco seconded to adjourn the regular meeting at 8:16 PM. Motion passed 3-0



Sean A. Frisco, Chairman



Ronald Di Francesco, Vice Chairman



Thomas Trojansky, Supervisor