

UPPER FREDERICK TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
June 8, 2023

The regular monthly meeting for June 2023 was called to order by the Chairman at 7:00 PM.

TOWNSHIP REPRESENTATIVES IN ATTENDANCE: Sean Frisco, Chairman; Ronald Di Francesco, Vice-Chairman, Thomas Trojansky, Supervisor; Tracy Tackett, Township Manager; Kate Hanna, Record Keeper; Richard Almquist, Solicitor; Matt Landis;

OTHERS IN ATTENDANCE: Chap Fichera, David Garlich, Mike Petosa, Les Benzak, Dave & Lois Hoffman, GW Goffer, Mark Nolan

Pledge to the Flag

Public Comment

Lois Hoffman – Ms. Hoffman inquired about the status of the log home on Colonial Road and if it would be cleaned up soon.

MINUTES

Mr. Frisco motioned to approve May 4, 2023 Board of Supervisors meeting minutes. Motion was seconded by Mr. Trojansky. Motion passed 2-0.

Mr. Frisco motioned to approve the May 11, 2023 Board of Supervisors meeting minutes. Mr. Di Francesco seconded. Motion passed 3-0

TREASURER'S REPORT

The Treasurer's report for May 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. Di Francesco seconded the motion. Motion passed 3-0

BILLS TO BE PAID LIST

The cash disbursement report for the month of May 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 \$92,495.09; 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 July 13, 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 24 calls for the month of May 2023 in Upper Frederick Township.

Upper Frederick Fire Company

Upper Frederick Fire Company reported there were 9 calls for the month of May 2023.

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

The report for May 2023 is posted for public review. Mr. Landis reported the plants are running well. No violations to report. Mr. Landis stated well pump 2 needs replacement. Water pressure drops when the fire company fills tankers. Mrs. Tackett would like feedback as to whether the new pumps will work if we end up upgrading the water system.

PUBLIC WORKS/ROAD REPORT

The monthly Public Works/Road report for May 2023 was presented and a copy has been posted for public review. Work included base/road repairs, equipment maintenance and works orders as requested.

CIVIL ENGINEER'S REPORT

Mrs. Tackett stated the monthly report for May 2023 has been updated, posted and distributed. Faust Road project is scheduled to begin in the near future, contractor is waiting on materials.

BUILDING & ZONING REPORT

The Building and Zoning report for May 2023 was submitted by LTL Consultants and was distributed and posted. There were 7 permits issued, 14 inspections and ongoing zoning issues for the month. 2117 Perkiomen Ave -- County may be interested in purchasing the property from the current owner.

PLANNING COMMISSION

No Planning Commission Meeting in May 2023

CPVRPC

Discussed Comprehensive Plan.

PARKS & RECREATION BOARD

Parks and Recreation met on May 16, 2023. Discussed was Community Day 2023 and Movie on the Mountain. Movie on the Mountain is to be held on September 9, 2023 with Lower Frederick and Upper Salford Townships.

Manager Update

Mrs. Tackett stated she met with the Architects to discuss building and meeting room renovations. She asked them to prepare more concepts that include the requested renovations previously discussed. She is looking into getting proposals for the School House renovation as well.

BUSINESS BEFORE THE BOARD

Old Business:

1. Authorization to purchase Shade and Playground Equipment

Cost proposals were received for the shade structures and playground equipment chosen by the Parks Board for Friendship Park and Speelhoffer Park. These will be funded by a grant the township has received.

Mr. Frisco made a motion to authorize the manager to purchase the shade structure for \$14,360 and the playground structure for \$48,484 as recommended by the Parks Board. Mr. Di Francesco seconded the motion. Motion passed 3-0

New Business:

None

UPCOMING MEETINGS

Parks Board Meeting June 20, 2023 at 7 PM

Planning Commission Meeting June 29, 2023 at 7 PM

Board of Supervisors Workshop Meeting July 7, 2023 at 7 PM

ANNOUNCEMENTS:

ADJOURNMENT

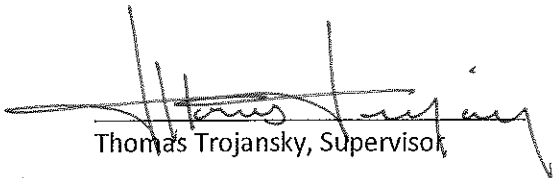
Mr. Frisco motioned and Mr. Di Francesco seconded to adjourn the regular meeting at 7:20 PM. Motion passed 3-0



Sean A. Frisco, Chairman



Ronald Di Francesco, Vice Chairman



Thomas Trojansky, Supervisor

2:18 PM
06/02/23
Accrual Basis

Upper Frederick Township
Expenses by Vendor Detail
May 12 through June 8, 2023

	Type	Date	Num	Memo	Account	Class	Amount
21st Century Media - Philly Cluster	Bill	06/08/2023	4-30-23	Advertising - May 4, 2023 BOS locallon	405.34 · Advertising, Printing and Blind	01 - General Fund	61.10
	Bill	06/08/2023	4-30-23	Water Supply Ordinance	405.34 · Advertising, Printing and Blind	01 - General Fund	896.76
							<u>957.86</u>
Total 21st Century Media - Philly Cluster							
Bank of America	Bill	06/08/2023	04-26-23 to 5-25-23	Creamer and trash bags - office	405.30 · General Expense	01 - General Fund	41.98
	Bill	06/08/2023	04-26-23 to 5-25-23	charger and stand for Ipad	405.30 · General Expense	01 - General Fund	39.15
	Bill	06/08/2023	04-26-23 to 5-25-23	Quickbooks renewal	405.27 · Computer Program Purchase	01 - General Fund	949.00
	Bill	06/08/2023	04-26-23 to 5-25-23	portable AC for office	405.30 · General Expense	01 - General Fund	530.00
	Bill	06/08/2023	04-26-23 to 5-25-23	Staff meeting/luncheon	405.30 · General Expense	01 - General Fund	75.55
	Bill	06/08/2023	04-26-23 to 5-25-23	warranty plan for microscope	448.25 · Water Maintenance Supplies	06 - Water	33.99
	Bill	06/08/2023	04-26-23 to 5-25-23	Microscope for Water plant	448.25 · Water Maintenance Supplies	06 - Water	275.98
	Bill	06/08/2023	04-26-23 to 5-25-23	AP checks	405.21 · Office Supplies	01 - General Fund	174.85
	Bill	06/08/2023	04-26-23 to 5-25-23	headsets for road crew	430.245 · Highway Supplies	01 - General Fund	896.42
							<u>3,118.92</u>
Total Bank of America							
Borough of Pottstown	Bill	06/08/2023	109889	Waste Hauling Sewer March-34,000 gal	429.365 · Solid Waste Hauling	06 - Sewer;010 - Perkiomen Crc	1,676.20
							<u>1,676.20</u>
Total Borough of Pottstown							
cintas	Bill	06/08/2023	4155112235	Uniforms -5-10-23	408.19 · Uniforms	01 - General Fund	123.58
	Bill	06/08/2023	4155783751	Uniforms -5-17-23	408.19 · Uniforms	01 - General Fund	123.58
	Bill	06/08/2023	4156526986	Uniforms -5-24-23	408.19 · Uniforms	01 - General Fund	123.58
	Bill	06/08/2023	4157287930	Uniforms -6-1-23	408.19 · Uniforms	01 - General Fund	123.58
							<u>494.32</u>
Total cintas							
Comcast	Bill	06/08/2023	5/8/2023	Internet 5/8/23	405.32 · Communications	01 - General Fund	107.95
							<u>107.95</u>
Total Comcast							
Crystal Springs	Bill	06/08/2023	19893937 052423	water and cooler rti 5-24-23	409.366 · Municipal Building Water	01 - General Fund	68.97
							<u>68.97</u>
Total Crystal Springs							
Delphi Supply Inc	Bill	06/08/2023	201974	mortar for Buck Road inlets	438.20 · Highways Materials	06 - Sewer;010 - Perkiomen Crc	47.96
	Bill	06/08/2023	203375	Drain cleaner	409.20 · Municipal Bldg Supplies	06 - Sewer;010 - Perkiomen Crc	31.78
							<u>79.74</u>
Total Delphi Supply Inc							
FP Mailing Solutions	Bill	06/08/2023	R1 105784458	Postage Meter 5-23-23 to 8-22-23	405.32 · Communications	01 - General Fund	98.85
							<u>98.85</u>
Total FP Mailing Solutions							
Gilbertsville Auto	Bill	06/08/2023	190483	oil	430.245 · Highway Supplies	01 - General Fund	8.49
							<u>8.49</u>
Total Gilbertsville Auto							
Highway Materials	Bill	06/08/2023	325915	2.53 Ton 9.5mm - Goezel	438.20 · Highways Materials	01 - General Fund	158.51
	Bill	06/08/2023	325280	2.99 Ton 9.5mm - Goezel	438.20 · Highways Materials	01 - General Fund	187.32
	Bill	06/08/2023	327178	.99 Ton 9.5mm - Hauck	438.20 · Highways Materials	01 - General Fund	62.02
							<u>407.85</u>
Total Highway Materials							
Home Depot	Bill	06/08/2023	5-28-23	sprayer and trash bags	454.37 · Parks - Maintenance	01 - General Fund	151.82
	Bill	06/08/2023	5-28-23	paint supplies	430.245 · Highway Supplies	01 - General Fund	62.46
	Bill	06/08/2023	5-28-23	concrete and mortar for inlet repairs	438.20 · Highways Materials	01 - General Fund	101.85
							<u>316.13</u>
Total Home Depot							
IES Engineers Inc.	Bill	06/08/2023	1005.2302-04	Hendricks Group - Blantyre Developmen	408.313 · Engineering & Architectural S-	40 - Escrow	962.28
	Bill	06/08/2023	1005.2301-03	Site investigation	408.31 · Admin Engineering Service	06 - Water	153.90
	Bill	06/08/2023	1005.2301-03	site investigation	408.31 · Admin Engineering Service	06 - Sewer;010 - Perkiomen Crc	153.90
							<u>1,270.08</u>
Total IES Engineers Inc.							
Karen Bolch.							

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06/02/23
Accrual Basis

Upper Frederick Township
Expenses by Vendor Detail
May 12 through June 8, 2023

Type	Date	Num	Memo	Account	Class	Amount
Bill	06/08/2023	8-1-23	Refund Demo Permit	362.40 · Permit Application Fee	01 - General Fund	75.00
Total Karen Bolch						75.00
Keystone Health						
Bill	06/09/2023	230508045414	Healthcare - June 2023	487,156 · Medical Insurance	01 - General Fund	5,217.90
Total Keystone Health						5,217.90
Kimmel Bogrette Architecture + Site						
Bill	06/08/2023	1013	Municipal Bldg Renovations Plans	409.72 · Capital-3211 Bldg Road-School	01 - General Fund	15,051.10
Total Kimmel Bogrette Architecture + Site						15,051.10
Levengood						
Bill	06/08/2023	98061	Hauled sludge 5-9-23 9,000Gal PC	429,365 · Solid Waste Hauling	08 - Sewer:010 - Perkiomen Cro	540.00
Bill	06/08/2023	98423	Hauled sludge 5-15-23 9,000Gal PC	429,365 · Solid Waste Hauling	08 - Sewer:010 - Perkiomen Cro	540.00
Bill	06/08/2023	98871	Hauled sludge 5-22-23 4,500Gal PC	429,365 · Solid Waste Hauling	08 - Sewer:010 - Perkiomen Cro	270.00
Bill	06/08/2023	9104	Hauled sludge 5-25-23 4,500Gal PC	429,365 · Solid Waste Hauling	08 - Sewer:010 - Perkiomen Cro	270.00
Total Levengood						1,620.00
LTL Consultants						
Bill	06/08/2023	5-30-2023	Misc Engineering Tasks	408.31 · Admin Engineering Service	01 - General Fund	254.25
Bill	06/08/2023	5-30-2023	Faust Road/Goezel Paving Project	430.313 · Highways Engineering	01 - General Fund	510.72
Bill	06/08/2023	5-30-2023	Blantyre Subdivision - Engineering - LTL	408.313 · Engineering & Architectural S:40 - Escrow		197.75
Bill	06/08/2023	5-30-2023	3 Dog Garage - Engineering - LTL Cons	408.313 · Engineering & Architectural S:40 - Escrow		4,520.00
Bill	06/08/2023	5-30-2023	Misc Building Tasks	413.310 · Building Inspector - Prof Sen 01 - General Fund		418.76
Bill	06/08/2023	5-30-2023	Building Inspections	413.310 · Building Inspector - Prof Sen 01 - General Fund		1,526.72
Bill	06/08/2023	5-30-2023	Building Permit Processing	413.310 · Building Inspector - Prof Sen 01 - General Fund		154.95
Bill	06/08/2023	5-30-2023	Resale U & O Inspections	413.310 · Building Inspector - Prof Sen 01 - General Fund		899.58
Bill	06/08/2023	5-30-2023	Frederick Living - Renovation	413.310 · Building Inspector - Prof Sen 01 - General Fund		104.13
Bill	06/08/2023	5-30-2023	Frederick Living - Renovations	413.310 · Building Inspector - Prof Sen 01 - General Fund		565.52
Bill	06/08/2023	5-30-2023	2637 Little Road - Generator	413.310 · Building Inspector - Prof Sen 01 - General Fund		153.38
Bill	06/08/2023	5-30-2023	General Zoning Tasks	414.310 · Zoning Officer - Prof Service 01 - General Fund		2,100.30
Total LTL Consultants						11,427.06
Major & Mastro, LLC						
Bill	06/08/2023	9258	May 2023	402.110 · Treasurer	01 - General Fund	3,195.00
Total Major & Mastro, LLC						3,195.00
Miller Environmental Inc						
Bill	06/08/2023	19062354	June 2023 - Ivy Ridge	429,450 · Subcontracted Services	08 - Sewer:020 - Ivy Ridge	1,351.78
Bill	06/08/2023	19062354	June 2023 - Perkiomen Crossing	429,450 · Subcontracted Services	08 - Sewer:010 - Perkiomen Cro	3,064.00
Bill	06/08/2023	19062354	June 2023- Water	448.35 · Contractual Services	06 - Water	1,021.33
Total Miller Environmental Inc						5,447.11
Miller Municipal Supply LLC						
Bill	06/08/2023	139015	Road Signs	433.20 · Supplies-Traffic Signs/Striping	01 - General Fund	914.60
Bill	06/08/2023	139041	drive cap	433.20 · Supplies-Traffic Signs/Striping	01 - General Fund	222.70
Total Miller Municipal Supply LLC						1,137.30
Office Basics						
Bill	06/08/2023	2284433	Linen paper	405.21 · Office Supplies	01 - General Fund	96.51
Total Office Basics						96.51
PA Twp Health Insurance Cooperative Trust						
Bill	06/08/2023	135050-S2G8	Dental July - Dec	487,156 · Medical Insurance	01 - General Fund	1,887.48
Bill	06/08/2023	134341-C1R7	Jones Dental addition	487,156 · Medical Insurance	01 - General Fund	36.99
Total PA Twp Health Insurance Cooperative Trust						1,924.47
passmore						
Bill	06/08/2023	8c113825-01	bell and oil	437.20 · Supplies - Repairs to Machine	01 - General Fund	304.33
Total passmore						304.33
Peco - 12172						
Bill	06/08/2023	39184-12172 5-31-23	3211 Bldg Road 5-31-23	409,361 · Municipal Building Electric	01 - General Fund	80.14
Total Peco - 12172						80.14
PECO 06780-64036						
Bill	06/08/2023	06780-64036 6-1-23	Electric - sign 6-1-23	409,361 · Municipal Building Electric	01 - General Fund	46.79
Total PECO 06780-64036						46.79

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Accrual Basis

Upper Frederick Township
Expenses by Vendor Detail
May 12 through June 8, 2023

Type	Date	Num	Memo	Account	Class	Amount
PECO 36312-01505						
Bill	06/08/2023	36312-01505 5-31-23	Electric - Ivy Ridge 5-31-23	409.361 · Municipal Building Electric	08 - Sewer:020 - Ivy Ridge	563.05
Total PECO 36312-01505						563.05
PECO 42583-01304						
Bill	06/08/2023	42583-01304 6-1-23	Electric office 6-1-23	409.361 · Municipal Building Electric	01 - General Fund	228.10
Total PECO 42583-01304						228.10
PECO 54787-01602						
Bill	06/08/2023	54787-01602 6-1-23	Electric - Water 6-1-23	409.361 · Municipal Building Electric	06 - Water	153.19
Total PECO 54787-01602						153.19
PECO 76433-01006						
Bill	06/08/2023	76433-01006 6-1-23	Electric - Water	409.361 · Municipal Building Electric	06 - Water	532.56
Bill	06/08/2023	76433-01006 6-1-23	Electric - Parklomen Crossing	409.361 · Municipal Building Electric	08 - Sewer:010 - Parklomen Cr	1,597.68
Total PECO 76433-01006						2,130.24
Pierina Augustine						
Bill	06/08/2023	May 2023	May 2023 Cleaning	409.37 · Repairs & Maintenance Serv	01 - General Fund	625.00
Total Pierina Augustine						625.00
Plymouth Community Ambulance						
Bill	06/08/2023	5-12-23	5-12-23	412.501 · Ambulance Services, LFRAC03-Fire Fund		187.32
Bill	06/08/2023	4-26-23-2	4-26-23	412.501 · Ambulance Services, LFRAC03-Fire Fund		2,561.31
Bill	06/08/2023	5-27-23	05-27-23	412.501 · Ambulance Services, LFRAC03-Fire Fund		6.18
Total Plymouth Community Ambulance						2,754.81
Port A Bowl						
Bill	06/08/2023	2023-11668	Wayland park restroom	454.20 · Parks - Supplies	01 - General Fund	132.85
Bill	06/08/2023	2023-11689	Dog park restroom	454.20 · Parks - Supplies	01 - General Fund	132.85
Bill	06/08/2023	2023-11667	Friendship park restroom	454.20 · Parks - Supplies	01 - General Fund	132.85
Total Port A Bowl						398.55
Protection Bureau						
Bill	06/08/2023	295392	Alarm system monitoring 6/1/23-5/31/24	409.37 · Repairs & Maintenance Serv	01 - General Fund	489.00
Total Protection Bureau						489.00
Riggins Inc						
Bill	06/08/2023	75100033	Fuel 382.8 gallons @ 2.8749	411.232 · Fire Co Vehicle Fuel - Diesel	01 - General Fund	1,101.71
Bill	06/08/2023	75101056	Fuel 119.8 gallons @ 2.925	430.231 · Highways Vehicle Fuel - Trar	01 - General Fund	350.80
Total Riggins Inc						1,452.51
Robert E Little, Inc						
Bill	06/08/2023	01-1011514	Road Mower parts	437.20 · Supplies - Repairs to Machine	01 - General Fund	349.23
Total Robert E Little, Inc						349.23
SealMaster						
Bill	06/08/2023	2051328	30x 6' aluminum lite	430.245 · Highway Supplies	01 - General Fund	177.00
Total SealMaster						177.00
Suburban Testing						
Bill	06/08/2023	3E00959	Ivy Ridge WWTP 2x monthly	429.225 · Laboratory Expense	08 - Sewer:020 - Ivy Ridge	212.40
Bill	06/08/2023	3E00958	Ivy WWTP - 2x monthly	429.225 · Laboratory Expense	08 - Sewer:020 - Ivy Ridge	212.40
Bill	06/08/2023	3D01215	PC WWTP - weekly NPDES	429.225 · Laboratory Expense	08 - Sewer:010 - Parklomen Cr	102.60
Bill	06/08/2023	3E02689	Perk Crossing Monthly SDWA	448.225 · Laboratory Expense	06 - Water	78.00
Bill	06/08/2023	3C00886	Weekly fecal-Ivy Ridge	429.225 · Laboratory Expense	08 - Sewer:020 - Ivy Ridge	46.80
Bill	06/08/2023	3E00955	PC WWTP - weekly NPDES	429.225 · Laboratory Expense	08 - Sewer:010 - Parklomen Cr	102.60
Bill	06/08/2023	3D01220	PC WWTP - weekly NPDES	429.225 · Laboratory Expense	08 - Sewer:010 - Parklomen Cr	147.60
Bill	06/08/2023	3D01219	PC WWTP - weekly NPDES	429.225 · Laboratory Expense	08 - Sewer:010 - Parklomen Cr	126.00
Bill	06/08/2023	3A00958	Perk Crossing WWTP - 2x monthly influ	429.225 · Laboratory Expense	08 - Sewer:010 - Parklomen Cr	95.76
Bill	06/08/2023	3B02884	testing - PC SDWA	448.225 · Laboratory Expense	06 - Water	72.00
Bill	06/08/2023	3C00887	Weekly fecal-Ivy Ridge	429.225 · Laboratory Expense	08 - Sewer:020 - Ivy Ridge	46.80
Total Suburban Testing						1,243.76
The Hartford						
Bill	06/08/2023	870530625116	STD and LTD June 2023	486.355 · Disability	01 - General Fund	228.64
Total The Hartford						228.64
Theurkauf Design & Planning, LLC						

2:18 PM
05/02/23
Accrual Basis

Upper Frederick Township
Expenses by Vendor Detail
May 12 through June 8, 2023

Type	Date	Num	Memo	Account	Class	Amount	
B#	06/08/2023	0523-05	Planning assistance - Theurkauf - Invoice	414.45 - Planning Assistance	40 - Escrow	84.38	
B#	06/08/2023	0523-08	Planning assistance - Theurkauf - Invoice	414.45 - Planning Assistance	40 - Escrow	1,616.73	
Total Theurkauf Design & Planning, LLC						1,701.11	
Tractor Supply Company							
B#	06/08/2023	5-30-23	sprayers	430.260 - Small Tools & Minor Equipm	01 - General Fund	39.97	
Total Tractor Supply Company						39.97	
Upper Frederick Fire Company							
B#	06/08/2023	5-12-23		411.50 - Fire Protection Tax	D3-Fire Fund	1,461.60	
B#	06/08/2023	4-26-23		411.50 - Fire Protection Tax	D3-Fire Fund	19,985.46	
B#	06/08/2023	5-27-23		411.50 - Fire Protection Tax	D3-Fire Fund	48.21	
Total Upper Frederick Fire Company						21,495.27	
US Postal Service							
B#	06/08/2023	PO Box 597 (2)	PO Box 597 - 6 months	405.32 - Communications	01 - General Fund	166.00	
Total US Postal Service						166.00	
verizon							
B#	06/08/2023	5-21-23	Telephone - Perkiomen Crossing	405.32 - Communications	08 - Sewer;010 - Perkiomen Cro	58.60	
Total verizon						58.60	
Verizon Business							
B#	06/08/2023	74321486	Telephone - Perkiomen Crossing	405.32 - Communications	08 - Sewer;010 - Perkiomen Cro	6.18	
B#	06/08/2023	74321486	Telephone - Ivy Ridge	405.32 - Communications	08 - Sewer;020 - Ivy Ridge	5.87	
B#	06/08/2023	74321486	Telephone	405.32 - Communications	01 - General Fund	13.20	
Total Verizon Business						25.25	
WEX Bank							
B#	06/08/2023	89687019	Fuel	430.231 - Highways Vehicle Fuel - Tran	01 - General Fund	520.90	
B#	06/08/2023	89687019	fuel for mowers	454.37 - Parks - Maintenance	01 - General Fund	460.50	
Total WEX Bank						981.40	
Windstream							
B#	06/08/2023	May 2023	Telephone - Ivy Ridge Service May 2023	405.32 - Communications	08 - Sewer;020 - Ivy Ridge	41.93	
Total Windstream						41.93	
Yergey,Daylor,Allebach,Scheffey,Picardi							
B#	06/08/2023	232	Legal Services	404,310 - Legal Expense	01 - General Fund	2,970.00	
Total Yergey,Daylor,Allebach,Scheffey,Picardi						2,970.00	
TOTAL						82,495.09	
						General Fund (01)	47,222.02
						Emergency Services Fund (03)	24,250.08
						Water Fund (06)	2,321.75
						PC-Sewer (0801)	8,628.06
						Ivy-Sewer (0802)	2,491.04
						Escrow	7,381.14
							82,495.09
						Aging report	78,344.69
						Amount paid already	15,051.10
						PI&RS	(926.72)
						Afac	(61.56)
						Credits	67.58
							92,495.09

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