

UPPER FREDERICK TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES
December 14, 2023

NOTE: These minutes were not approved due to a lack of quorum available in 2024.

The regular monthly meeting for December 2023 was called to order by the Chairman at 7:10 PM.

TOWNSHIP REPRESENTATIVES IN ATTENDANCE: Sean Frisco, Chairman; Ron Di Francesco, Vice-Chairman (call in); Thomas Trojansky, Supervisor; Tracy Tackett, Township Manager; Kate Hanna, Record Keeper; Kenn Picardi, Solicitor;

OTHERS IN ATTENDANCE: David Hanson, Adam Kluk, Lawrence, Kluk, Carolyn Coleman, Les Benzak, Frank Darcy, Jackie, Don Cabot, Kevin Murray, Bob Marriot, Sandra Kelly, Bill Landman, Lisa Fischer, Maureen Frederick, Jared Landis, Jalene Steigelmann, Jeffery Steigelmann, Bill O'Donnell, William C. Morwald, William J Morwald, Dave & Ellen Garlich, Bill Karaffa, Tracy Harper, Bill Kirby, Mike Petosa, Bruce Fries, Mark Nolan, Lois Hoffman, Caitlyn Herman, Benjamin Ford, Greyson Fischer, Michael Frederick, Nathan Hanson

Pledge to the Flag

Executive Session

An executive session was held prior to the Board of Supervisors meeting to discuss a litigation matter. The executive session included Sean Frisco, current Board member, and newly elected members Lisa Fischer and William Landman.

HEARINGS

Agricultural Security Area Application

Application: Agricultural Security Area Application:

Address: 1219 Faust Road, Perkiomenville

Applicant: William and Kristen Landman

Summary: Addition of a 19.75-acre parcel to the Agricultural Security Area

Mr. Picardi gave a brief description of the hearing process. He then opened public comment on the hearing, not public comment was made. Mr. Picardi closed the hearing at 7:14 pm

Ordinance 2023-03- Zoning Ordinance Amendments

Summary:

1. Section 285-47.B is proposed to be added requiring sewage treatment plants serving mobile home parks, single-family attached residences and/or multi-family residences may only be located in a Zoning District that permits those residential uses.
2. Section 285-168 is proposed to be amended to increase the parking requirement for townhouses to 2.5 parking spaces per dwelling unit.
3. Section 285-170 is proposed to be amended to require required parking spaces to have unobstructed access to a street or drive aisle, and to require parking for townhouses to be within 500 feet walking distance from required parking.

Mr. Picardi gave a brief description of the hearing process. It was noted that the county had yet to provide their comments on these amendments. Mr. Picardi recessed the hearing at 7:16 pm and continued the hearing to January 10, 2024 at 7 pm.

PRESENTATIONS

Jeff Steiglemen - Upper Frederick Fire Company - presented certifications for members who received their Fire Fighting 1 Certification. Members who received this certification were Caitlyn Herman, Ben Ford and Adam Kluck.

Public Comment

Bill Kirby - Mr. Kirby stated there are 2 positions up for reappointment to the Zoning Hearing Board, Beth Keys – Alternate and Kurt Deveney. He would like both to be reappointed if possible as he stated they are valuable and very knowledgeable in their positions.

MINUTES

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

Mr. Frisco motioned to approve the November 9, 2023 Board of Supervisors meeting minutes. Motion was seconded by Mr. Trojansky. Motion passed 3-0.

MONTHLY REPORTS

All monthly reports are posted in the lobby of the Township administration building for public review.

Treasurer's Report

The Treasurer's report for November 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 November 2023 was submitted for approval. The list of bills to be paid is included at the end of the Treasurer's report. The total payables for the month are \$165,491.32. 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 10, 2023. Mr. Trojansky seconded the motion. Motion passed 3-0.

Plymouth Community Ambulance/Lower Frederick Division

Plymouth Ambulance had 28 calls for the month of November 2023 in Upper Frederick Township.

Upper Frederick Fire Company

Upper Frederick Fire Company reported there were 19 calls for the month of November 2023. Mr. Steigelmann stated the fire company attended over 471 hours of training and functions. They also held the Fire House elections. Doug Kenna – Fire Chief, Jeff Steigelmann – Deputy Chief, Nathan Hanson – Assistant Chief, Jason Parkins - Captain. Upcoming events for the Fire Company – Toy Run December 14, 2023 – Santa Run December 17, 2023. Mr. Trojansky thanked the members of the Fire Company for their hard work.

Perkiomen Crossing Water/Sewer Plant Report Perkiomen Crossing & Ivy Ridge

Mr. Landis stated the plants were running well, no violations. New booster pump was installed.

Public Works/Road June Report

Public Works work included roadside maintenance, trail area trim backs, inlet repair, tree trim back, pole barn maintenance, meter readings, playground preparations, equipment repairs and work orders, as requested.

Civil Engineer's Report

Mr. Ulrich stated there is nothing new to report. Possible submission for 3 Dog Garage in January or February.

Building & Zoning Report

The Building and Zoning report for November 2023 was submitted by LTL Consultants. There were 11 permits issued, 10 inspections and ongoing zoning issues for the month.

Planning Commission

The Planning Commission met on November 29, 2023. The PC reviewed zoning and stormwater ordinance changes.

CPVRPC

Nothing to report

Parks & Recreation Board

Parks and Recreation met on November 21, 2023. The Christmas Tree Lighting was held on December 3, 2023. Installation of the new playground at Friendship Park and the shade structures at Speelhoffer is ongoing. Parks Board member Steve Zimmerman resigned, they are looking for new members.

Manager Update

The manager provided updates on the following:

- Wrapping up end of year items and transitioning into the new year.

New Business:

1. Resolution 2023-12 Agricultural Security Area Designation

Mr. Frisco made motion to approve and adopt Resolution 2023-12 to approve the inclusion of the property at 1219 Faust Road owned by William and Kristen Landman containing 19.75 acres into the Upper Frederick Township Agricultural Security Area. Mr. Trojansky seconded the motion. Motion passed 3-0

2. Ordinance 2023-03 Chapter 285 Zoning Amendments

Continued to January 10, 2023

3. Ordinance 2023-04 Chapter 228 Stormwater Management Amendment

Section 228-6.B(1)(a) is proposed to be amended to establish that impervious surface and earth disturbance activities shall be cumulatively considered when determining the applicability of stormwater management measures.

Mr. Frisco made a motion to approve Ordinance 2023-04 amending Section 228-6.B(1)(a) to establish that impervious surface and earth disturbance activities shall be cumulatively considered when determining the applicability of stormwater management measures. Mr. Trojansky seconded the motion. Motion passed 3-0

4. Ordinance 2023-05 Chapter 210-14 Sewer and Sewage Disposal Amendments

Section 210-14 is amended to establish language that sewer bills will be rendered during the first week of the month, payment will be due by midnight on the last day of the month, and clarifies the applicability of the \$5 penalty for late payments effective when the payment is late.

Mr. Frisco made a motion to approve Ordinance 2023-05 amending Section 210-14 of the Sewer and Sewage Disposal Chapter to establish that sewer bills will be rendered during the first week of the month, payment will be due by midnight on the last day of the month, and clarifies the applicability of the \$5 penalty for late payments. Mr. Trojansky seconded the motion. Motion passed 3-0

5. Ordinance 2023-06 Chapter 272 Water Rates

Sections 272-3 and 272-6 are amended to establish that water readings will be done monthly rather than quarterly, water bills will be rendered during the first week of the month, payment will be due by midnight on the last day of the month, and clarifies the applicability of penalties for late payments.

Mr. Frisco made a motion to approve Ordinance 2023 amending Section 273-3 to establish that water readings will be done monthly rather than quarterly. Deleting and replacing Section 272-6 paragraph A to state that water bills will be rendered during the first week of the month, and deleting Section 272-6 paragraph B to establish that payment will be due by midnight on the last day of the month, and clarifies the applicability of penalties for late payments. Mr. Trojansky seconded the motion. Motion passed 3-0

6. Resolution 2023-13 and Promulgation for the Emergency Operating Plan

Mr. Frisco made a motion to approve Resolution 2023-13 and the Promulgation readopting the Township's Emergency Operating Plan dated March 2015. Mr. Trojansky seconded the motion. Motion passed 3-0

7. Resolution 2023-14 Tax Levy Resolution

Mr. Frisco made a motion to approve Resolution 2023-14 establishing tax rates for 2024 will remain the same as 2023. The General-Purpose Tax rate will remain at 1.400 Mills and tax rate for Emergency Services will remain at 0.220 Mills. Mr. Trojansky seconded the motion. Motion passed 3-0

8. Resolution 2023-15 Adoption of Emergency Services Budget

Mr. Frisco made a motion to adopt Resolution 2023-15 establishing the Emergency Services Budget at \$44,600 with \$39,600 estimated for the Fire Company and \$5,000 estimated for Ambulance. Mr. Di Francesco seconded the motion. Mr. Trojansky abstained from voting. Motion passed 2-0

9. Resolution 2023-16 Adoption of 2024 Budget- All funds other than Emergency Services

Mr. Frisco made a motion to adopt Resolution 2023-16 adopting all funds other than Emergency Services establishing total revenues of \$3,812,637.06 and total expenditures of \$4,626,275.66. Mr. Trojansky seconded the motion. Motion passed 3-0

10. Approval of Township Manager Contract

Mr. Frisco made a motion to approve the township manager contract. Mr. Trojansky seconded the motion. Motion passed 3-0

11. Staff rate increases for 2024

Mr. Frisco made a motion to approve 2024 pay increases of up to 5 percent for all full-time employees (except the manager) plus an additional \$0.50/hour pay increase for our lowest paid Public Works employee, and an additional 5% increase for the Public Works Director as compensation for use of his water distribution certifications. Mr. Trojansky seconded the motion. Motion passed 3-0

12. Establish Timeframe for PECO Electric Rates for Township Accounts

Mr. Frisco made a motion to authorize the manager to enter into a 3-year agreement with Constellation establishing a rate of 0.06334/Kw. Mr. Trojansky seconded the motion. Motion passed 3-0

Old Business: NONE

UPCOMING MEETINGS

Parks Board Meeting December 19, 2023 at 7 PM

Planning Commission Meeting December 28, 2023 at 7 PM

Board of Supervisors Reorganization Meeting January 2, 2024 at 7 PM

ANNOUNCEMENTS:

December Office Closures- The Township offices will be closed December 22nd and 25th.

ADJOURNMENT

Mr. Frisco motioned and Mr. Trojansky seconded to adjourn the regular meeting at 8:19 PM. Motion passed 3-0.

Sean A. Frisco, Chairman

Ronald Di Francesco, Vice- Chairman

Thomas Trojansky, Supervisor

NOT APPROVED