

UPPER FREDERICK TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING

January 2, 2024
6:00 PM

The 2024 Reorganization Meeting of the Upper Frederick Township Board of Supervisors was called to order at 6:00 PM.

Attending: Sean Frisco, Supervisor; Lisa Fischer, Supervisor; William Landman, Supervisor, Tracy Tackett, Township Manager, Ken Picardi, Solicitor, Norm Ulrich, Engineer, and Kate Hanna, Administrative Assistant

Others in Attendance

David Garlich, Paul Christman, Jennifer Christman, Tracy Harper, Bruce Fries, Bill Karaffa, Pat Corcoran, Ron Di Francesco, Don Cabot, Mark Nolan, Robert Marriot, Wayne Dubs, Kevin & Michelle Murray, Carolyn Coleman, Les Benzak, Rick Buckman, Desra Keenan, Jared Landis

PUBLIC COMMENT PERIOD

Mr. Frisco called for any public comments

Bill Karaffa – Questioned why BOS Minutes are not being posted. Mrs. Tackett stated they should all be posted and if anyone notices minutes missing from the website they are encouraged to contact township staff with what may be missing.

Reorganization

- A. Ms. Fischer made the motion appointing Mr. Landman as Chairman of the Board of Supervisors for 2024. Mr. Frisco seconded the motion. Motion passed 3-0
- B. Mr. Landman made the motion appointing Ms. Fischer as Vice-Chairman of the Board of Supervisors for 2024. Mr. Frisco seconded the motion. Motion passed 3-0
- C. Mr. Landman made the motion appointing Tracy Tackett to the position of Secretary of Upper Frederick Township. Ms. Fischer seconded the motion. Motion passed 3-0
- D. Mr. Landman made the motion appointing Tracy Tackett to the position of Township Manager of Upper Frederick Township. Ms. Fischer seconded the motion. Motion passed 3-0
- E. Mr. Landman made the motion appointing Linda Major of Major & Mastro, LLC to the position of Treasurer of Upper Frederick Township. Ms. Fischer seconded the motion. Motion passed 3-0
- F. Mr. Landman made the motion regarding the 2024 Board of Supervisors meeting schedule to set the first Wednesday of every month at 7 PM as the work session and the second Wednesday of every month at 7 PM as the regular business meeting. Ms. Fischer seconded the motion. Motion passed 3-0
- G. Mr. Landman made a motion to include additional Board Meetings/Work Sessions to be scheduled for

January 17, 24 and 31, 2024. Ms. Fischer seconded the motion. Motion passed 3-0

Appointment of Township Professionals

- A.** Mr. Landman made a motion to request RFPs for the positions of Township Solicitor, Township Civil Engineer, and Township Environmental/Water/Wastewater Engineer for 2024. Ms. Fischer seconded the motion. Motion passed 3-0
- B.** Mr. Landman made a motion to appoint Kenneth Picardi of YDASP as Interim Township Solicitor at rates according to their proposal for 2024. Ms. Fischer seconded the motion. Motion passed 3-0
- C.** Zoning Hearing Board Solicitor – Board will let the ZHB members make this appointment.
- D.** Mr. Landman made a motion to appoint LTL Consultants as Interim Township Civil Engineer at rates according to their proposal for 2024. Ms. Fischer seconded the motion. Motion passed 3-0
- E.** Mr. Landman made a motion to appoint LTL Consultants as Township Zoning Officer and Building Inspector at rates according to their proposal for 2024. Ms. Fischer seconded the motion. Motion passed 3-0
- F.** Mr. Landman made a motion to appoint IES Engineering as Interim Township Water/Wastewater Engineer at rates according to their proposal for 2024. Ms. Fischer seconded the motion. Motion passed 3-0
- G.** Mr. Landman made a motion to appoint Jared Landis as the Township's Emergency Management Coordinator for 2024 and Jeffery Steigelmann as the Township's Deputy Emergency Management Coordinator for 2024. Ms. Fischer seconded the motion. Motion passed 3-0
- H.** Mr. Landman made a motion to appoint Pennsylvania State Police as the Township's Interim Fire Marshal for 2024 for emergency response. Ms. Fischer seconded the motion. Motion passed 3-0
- I.** Mr. Landman made a motion to reappoint Robert C. Bezgin as the Township's Auditor for 2024 at the rate of \$6,200 to complete the 2023 Audit per the 3-year contract approved February 9, 2023. Ms. Fischer seconded the motion. Motion passed 3-0
- J.** Mr. Landman made a motion to appoint Berks Earned Income Tax Bureau to collect the Earned Income and Occupational Privilege Tax for the Township. Ms. Fischer seconded the motion. Motion passed 3-0
- K.** Mr. Landman made a motion to set the hourly rate for summer help, as needed, at the rate of \$15-20/hr. Ms. Fischer seconded the motion. Motion passed 3-0

Appointments to Boards, Commissions, And Committees

- A.** Mr. Landman made a motion to appoint Ed Myer to the Planning Commission for a four-year term expiring December 31, 2027. Ms. Fischer seconded the motion. Motion passed 3-0

B. Mr. Landman made a motion to appoint Robert Marriot to the Planning Commission for a four-year term expiring December 31, 2027. Ms. Fischer seconded the motion. Motion passed 2-1

C. Mrs. Tackett noted that following research the planning commission position currently held by Jared Landis does not actually expire 12/31/2023, but rather expires 12/31/2024. Therefore, it is not an open position at this time, so no action is needed.

D. Mr. Landman made a motion to appoint Buck Reed to the Planning Commission for a four-year term expiring December 31, 2027. Ms. Fischer seconded the motion. Motion passed 2-1

Mr. Frisco did not agree with Mr. Reed's appointment because Mr. Frisco was criticized previously by members of this board and Mr. Reed for holding a real estate license, and since Mr. Reed holds an expired license, which could be reactivated, that the board should not appoint Mr. Reed to the planning commission.

E. Mr. Landman made a motion to appoint Ed Goltz to the Park and Recreation Board for a five-year term expiring December 31, 2028. Ms. Fischer seconded the motion. Motion passed 3-0

F. Mr. Landman made a motion to appoint Tracy Harper to the Park and Recreation Board for a one-year term expiring December 31, 2024. Ms. Fischer seconded the motion. Motion passed 3-0

G. Following discussion, it was determined that Mr. Landman and Ms. Fischer have relationships with Nicole King, the previous Vacancy Board chair, and preference would be to find a different person for this position. No action was taken on the Vacancy Board position and Mrs. Tackett was directed to continue to publish the open position.

H. Mr. Landman made a motion to adopt Resolution 2024-01 to appoint Kurt Deveney to the Zoning Hearing Board for a three-year term expiring December 31, 2026. Ms. Fischer seconded the motion. Motion passed 3-0

I. Mr. Landman made a motion to adopt Resolution 2024-02 to appoint Beth Keys to the Zoning Hearing Board as an alternate for a three-year term expiring December 31, 2026. Ms. Fischer seconded the motion. Motion passed 3-0

J. Mr. Landman made a motion to reappoint the following, Merrel Mest, Jackie Rhoads, Al Gouldey and Bill Landman as members of the Agricultural Advisory Committee for a one-year term through December 31, 2024. Motion passed 3-0

K. The BOS postponed the appointment of the fifth position of the Agricultural Advisory Committee.

L. Mr. Landman made a motion to reappoint the following as members of the Code of Appeals/UCC Board, John Neeld and Pat Dunham for a one-year term through December 31, 2024. Ms. Fischer seconded the motion. Motion passed 3-0

Other Reorganization Items:

A. Mr. Landman made a motion to authorize Lisa Fischer as the State Association's Convention voting delegate. Ms. Fischer seconded the motion. Motion passed 3-0

- B.** Mr. Landman made a motion to authorize attendance of Supervisors, Township Manager and Public Works Director to the State Association Convention. Ms. Fischer seconded the motion. Motion passed 3-0
- C.** Mr. Landman made a motion to authorize Lisa Fischer as the County Convention voting delegate. Ms. Fischer seconded the motion. Motion passed 3-0
- D.** Mr. Landman made a motion to authorize the attendance of the Supervisors, Township Manager and Public Works Director to the County Convention. Ms. Fischer seconded the motion. Motion passed 3-0
- E.** Mr. Landman made a motion regarding the 2024 mileage reimbursement rate at the rate established by the Internal Revenue Service. Ms. Fischer seconded the motion. Motion passed 3-0
- F.** Mr. Landman made a motion establishing the following 2024 Holiday Schedule for non-unionized employees:
- Martin Luther King Day- January 15, 2024
 - President's Day- February 19, 2024
 - Good Friday- March 29, 2024
 - Memorial Day- May 27, 2024
 - Independence Day- July 4, 2024
 - Labor Day- September 2, 2024
 - Thanksgiving Day and Friday following- November 28th and 29th
 - Christmas Eve and Christmas Day- December 24th and 25th.

Ms. Fischer seconded the motion. Motion passed 3-0

- G.** Mr. Landman 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

Ms. Fischer seconded the motion. Motion passed 3-0

Fire Company Activities for 2024

- A.** Mr. Landman made a motion to approve the following activities by the Fire Company and Fire Police for 2024:
- 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.
 - Oreland's 4th of July parade

- Red Hill Halloween Parade
- Centre Square Fire Expo
- St. Luke's June fest
- St. Luke's Trunk or Treat
- Red Hill Carnival
- Plymouth Ambulance Toy Run
- Breakfast with Santa
- Goschenhoppen Spook Night
- Frederick Living Fallfest

Ms. Fischer seconded the motion. Motion passed 3-0

Depositories

- A. Mr. Landman made a motion to retain the following financial institutions as depositories of Upper Frederick Township.
- 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

Ms. Fischer seconded the motion. Motion passed 3-0

Meeting Schedule

- A. Mr. Landman made a motion to set the following meeting schedule for Boards and Commissions:
- The last Thursday of the month as the date for the Planning Commission Meeting to begin at 7:00 PM.
 - The first Thursday 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 fourth Tuesday of each month as the date for the Parks and Recreation Board meeting to begin at 7:00 PM.
 - The Board of Auditors will meet at 7:00 PM on January 3, 2024.

Ms. Fischer seconded the motion. Motion passed 3-0

Establish Amount of Treasurer's Bond

- A. Mr. Landman made a motion to set the bond amount for the Treasurer at \$2 million. Ms. Fischer seconded the motion. Motion passed 3-0

ANNOUNCEMENTS:

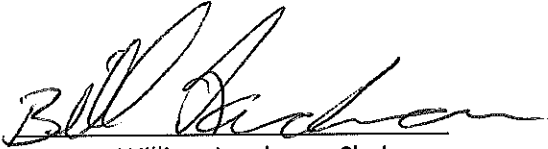
Board of Auditors meeting January 3, 2024 at 7 PM

Board of Supervisors meeting Wednesday, January 10, 2024 at 7 PM

Park and Recreation meeting January 23, 2024 at 7 PM

Planning Commission meeting January 25, 2024 at 7 PM


Mr. Landman motioned and Ms. Fischer seconded to adjourn the regular meeting and convene to the Executive session at 7:30 PM to discuss matters of potential litigation. Motion passed 3-0



William Landman, Chairman



Lisa Fischer, Vice- Chairman



Sean Frisco, Supervisor