

UPPER FREDERICK TOWNSHIP
BOARD OF SUPERVISORS MEETING MINUTES

March 13, 2024

Please reference audio posted on Upper Frederick Township Website for more detail – time stamps are noted next to agenda items(x:xx)

The regular monthly meeting for March 13, 2024 was called to order by the Chairman at 7:00 PM.

TOWNSHIP REPRESENTATIVES IN ATTENDANCE: William Landman, Chairman; Lisa Fischer, Vice-Chairman; Sean Frisco, Supervisor; Kate Hanna, Record Keeper; Kenn Picardi, Solicitor;

OTHERS IN ATTENDANCE: Sandra Phillips, Byron Phillips, David & Ellen Garlich, Chap Fichera, Nathan Hanson, Kevin Murray, Jared Landis, Buck Reed, Don Cabot, Mike Petosa, Bob Marriot, Mark Nolan, Ed & Louisa Babcock, Bill Karaffa, Madelyn Karaffa, Tom Ditzler, Dave & Lois Hoffman, George Jones, Stan Slachta

Pledge to the Flag

Public Comment (0:00:37)

George Jones – Requested that documents pertaining to the school house be posted on the website for residents to make their own decisions on the purchase of the School house.

MINUTES (0:03:30)

Mr. Frisco requested revisions for the February 7, 2024 and February 14, 2024 minutes- No action taken to approve minutes – move to the next meeting.

Mr. Frisco asked for clarification on how this board would have minutes recorded because of a concern of the comments that past board's minutes were described as "cliff notes" by current board members. He also addressed missing public comments in 2/7 minutes and the history of the desire to record and live stream meetings missing from the 2/14 minutes.

MONTHLY REPORTS

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

Treasurer's Report (0:09:13)

The Treasurer's report for February 2024 was submitted and includes all funds budget and income reports and statement of cash balances. Ms. Fischer made a motion to accept the Treasurer's Report as presented and file for audit. Mr. Frisco seconded the motion. Motion passed 3-0

Bills to be Paid List (0:09:46)

The cash disbursement report for the month of February 2024 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 \$87,645.45. Ms. Fischer 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 April 10, 2024. Mr. Frisco seconded the motion. Motion passed 3-0

Plymouth Community Ambulance/Lower Frederick Division (0:10:35)

Plymouth Ambulance had 22 calls for the month of February 2024 in Upper Frederick Township.

Upper Frederick Fire Company (0:11:04)

Upper Frederick Fire Company reported there were 14 calls for the month of February 2024. UFFC will be holding the Flower sale on March 29 & 30. Painting with a Purpose on 5-16-24.

Perkiomen Crossing Water/Sewer Plant Report Perkiomen Crossing & Ivy Ridge (0:11:55)

Mr. Landis stated the plants were running well, no violations. Flow Meter was recalibrated. Pump was repaired. DEP had an inspection at Ivy Ridge, everything went well.

Public Works/Road June Report (0:13:16)

Public Works work included roadside maintenance, stormwater swale maintenance, meter readings, refacing construction and warning signs, winter road safety, equipment repairs and work orders, as requested. The Crews attended Underground Utility Locator Refresher Class.

Civil Engineer's Report (0:15:05)

Repainting and Prepping for the Faust Road project bid package. Mr. Ulrich described what the project would entail. Mr. Ulrich stated there is nothing else new to report.

Mr. Jones – Is the bridge over Scioto Creek inspected? - Yes, the County inspects it.

Building & Zoning Report (0:20:23)

The Building and Zoning report for February 2024 was submitted by LTL Consultants. There were 13 permits issued, 8 inspections and ongoing zoning issues for the month.

1716 Snyder Road – Mrs. Tackett sent a letter that was not responded to. Mr. Koch filed a complaint with the District Justice. Because the address we have is in Delaware, the constable will not go there. Its possible that the owner is deceased. Mr. Picardi stated he can research to find out who possibly is in charge of the estate and send a letter to that person giving them a time period in which the property should be secured, if they do not secure the Township can do that and file a lien on the property. Ms. Fischer motioned to authorize Mr. Picardi to contact the Executor of the Estate stating the requirements to secure the building. Mr. Frisco seconded the motion. Motion passed 3-0

Mr. Ditzler – Should the Zoning Officer be following up on these complaints?

Planning Commission (0:35:25)

The Planning Commission did not have a meeting in February.

CPVRPC (0:35:10)

Meeting to be held on March 18, 2024

Parks & Recreation Board (0:35:45)

Parks and Rec discussed Swamp Creek Stomp, they need volunteers for trail cleanup on 3-16-24 and will need volunteers for the Stomp on 5-11-24. They will be working on purchasing another piece of equipment to finish out the grant.

New Business: (0:36:58)

1. Traffic Study for Gravel Pike between Perkiomenville Road and Salford Station Road (0:37:00)

The Township received a request to have the speed limit lowered on Gravel Pike. Township must request PA DOT complete a Traffic Study. We believe Lower Frederick has requested this as well. A discussion took place discussing the pros and cons of requesting a traffic study, it may bring the opposite result and the speed limit could be raised.

Louisa Babcock – There is excessive traffic and it is very dangerous for her to pull out of driveway. This is a safety issue and there are multiple accidents.

Ms. Fischer motioned to authorize Mrs. Hanna to send a letter to PA DOT requesting a Traffic Study be completed between Perkiomenville Road and Salford Station Road. Mr. Frisco seconded the motion. Motion passed 3-0

2. Reallocate ARPA Funds to Road Project (0:44:33)

Motion was not completed when it was decided to move the ARPA funds to the Road Project.

Ms. Fischer made a motion to reallocate the ARPA Funds to the Road Project. Mr. Landman seconded the motion. Motion passed 3-0

Old Business:

1. Solicitor Interview Scheduling (0:47:19)

Mrs. Hanna scheduled 3 interviews for March 20, 2024 beginning at 6 pm. 1) High Swartz, 2) Clemons, Richter and Reiss, and 3) Yergey Daylor. Mr. Frisco stated he cannot make this date. Mr. Frisco suggested March 21, 2024 at 6:30 pm. Mrs. Hanna will reach out to confirm.

2. Appointment to UCC/Board of Appeals (0:50:50)

The UCC/Board of Appeals is still lacking 2 appointments. It has been posted on the website and on Facebook. Jason Devoll is interested in being on the Board. Ms. Fischer made a motion to appoint Mr. Devoll to the UCC/Board of Appeals. Mr. Landman seconded the motion. Motion passed 3-0

3. Planning Commission Appointment Revisions (0:53:08)

The Board discussed previously that Mr. Landis' term expiration date was incorrectly documented. It was discussed that the Board would stagger the dates for term endings. Mr. Landman would like all members to commit to receiving the education to be on this board. Mrs. Hanna was directed to reach out to Mr. Keenan to see if had any interest in possibly returning to the Planning Commission.

Tom Ditzler – Would like to submit an application to the Planning Commission. He is a local General Contractor.

4. Website Transition (0:56:03)

Mrs. Hanna received a quote from Civic Plus to extend the end date of the current website. This would allow time for the new website to be properly completed and have all the updated information transferred before going live. Mr. Landman reached out to Civic Plus as well and received a time line of the cancellation process. Mr. Landman would like to reach out and get the differences between both sites to see if we can keep the original or move on to the new one. Ms. Fischer motioned to authorize Mrs. Hanna to extend website service provider for an additional 3-month period for an amount of \$738. Mr. Frisco seconded the motion. Motion passed 3-0

5. Luce Architects - Revised Public Works Design. (01:03:27)

Mr. Heller stated that a few minor revisions are necessary, including extending the length of the lean-to. He would also make a few design changes in the locker room and office space. Mr. Heller will reach out to Mike at Luce to make these changes.

6. Select a recruiter to begin search for Township Manager and setting a budget amount for this process (1:08:00)

Mrs. Hanna reached out to Meyner and they do not provide Interim Managers. Mrs. Hanna suggested posting on Indeed or similar sites. The Board agreed to post on Indeed and similar sites before committing to hiring a firm to handle the search. Mrs. Fischer motioned to authorize Mrs. Hanna to post approved Township Manager job description on job recruiter sites not to exceed \$500.00. Mr. Landman seconded the motion. Motion passed 3-0

7. Interim Township Manager (1:13:20)

Ms. Fischer stated an executive session is needed to discuss an internal candidate for Interim Manager. Executive session will be advertised along with the Solicitor interviews.

8. 855 Perkiomenville Road (1:15:33)

The Township was working to acquire an easement on this property for possible trail that is described in the townships long term plan. The property owner reached out to Mrs. Hanna and left a voicemail. They are not interested in moving forward with the Townships request for an easement.

9. Live Streaming (1:16:44)

We will need to look into equipment, set up and manning of the stream on meeting nights. Its possible local students would be interested in assisting with this process and on meeting nights. Mrs. Hanna will reach out to other townships to see how they stream meetings.

Madelyn Karaffa – Boyertown High School has an AV program. She asked if the Township needs volunteers for the Community Day? Boyertown ROTC requires community service hours.

Ellen Garlich – Is appreciative of the 3-way stop sign that was installed on Deep Creek Road – Montgomery County and the State were responsible.

UPCOMING MEETINGS (1:24:09)

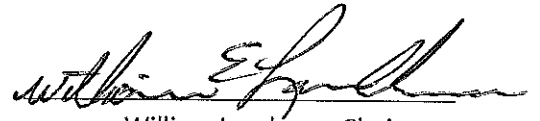
Zoning Hearing Board March 19, 2024 7PM
Parks Board Meeting March 26, 2024 at 7 PM
Planning Commission Meeting March 28, 2024 at 7 PM

ANNOUNCEMENTS:

Suggestion Box for Community Day and other Community Events
UFFT Easter Flower Sale Friday, March 29, 2024 9am - 6 pm & Saturday, March 30, 2024 8 am – 4 pm
Register for ReadyMontco Emergency Alerts

ADJOURNMENT

Mr. Landman motioned and Ms. Fischer seconded to adjourn the regular meeting at 8:26 PM. Motion passed 3-0.



William Landman, Chairman



Lisa Fischer, Vice- Chairman

Sean Frisco, Supervisor

