

**UPPER FREDERICK TOWNSHIP**  
**BOARD OF SUPERVISORS WORKSHOP MEETING MINUTES**

**April 3, 2024**

Please reference audio posted on Upper Frederick Township Website for more detail – time stamps are noted next to agenda items(0:00:00)

The regular workshop meeting for April 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

**OTHERS IN ATTENDANCE:** George Jones, David Hanson, Rick Buckman, Bill Karaffa, Madelyn Karaffa, Mark Nolan, Kevin Murray, Don Cabot

**Pledge to the Flag (0:00:07)**

Mr. Frisco stated he objects to this Agenda because, in his opinion, the agenda has items that are set up to hide taxes that have been proposed to the residents for Open Space tax and trash collection.

**Public Comment (0:00:54)**

*Don Cabot* – Mr. Cabot questioned how Mr. Landman proposes to stand up to developers? What's different from the previous administration than now? Mr. Landman plans on putting people on the planning commission that will educate themselves and will tighten ordinances. Mr. Landman stated he doesn't believe the Planning Commission has done much in previous 10 years. Ms. Fischer stated she would like the Planning Commission to review the Comprehensive Plan and Zoning and change zoning to protect the Township. Mr. Landman stated he will be sure the Planning Commission meets on a regular basis

*Rick Buckman* – Would ask that the Board review the Planning Commission minutes for the past 10 years and they will see that quite a lot has been done.

*Bill Karaffa* – It was not clear in minutes what was done because the public didn't understand what the agenda items were, ordinances and resolutions were just passed with no discussion explaining what they were for. He doesn't understand why many of the recent ordinance changes were not completed years ago. People weren't doing their jobs. Now we are sitting with the possibility of an apartment complex.

*Rick Buckman* – There are not many people that attend the meetings. If there is not much to discuss meetings will be canceled. We can't stop development but we can control it. Mr. Landman stated he never once said he could stop development. Mr. Landman asked what the Fair Share was with CPVRPC? We have to take a small amount of everything.

*George Jones* – There needs to be consistency in the Planning Commission Meetings. General topics and zoning should be discussed at each meeting to get ahead of these issues. Ms. Fischer stated that if they only meet when something comes up than we are not being proactive. We should be looking at the Comprehensive Plan and we should be looking at key properties that could be sold to a developer and should we be looking into those.

*Rick Buckman* – He tried to get an Open Space Tax implemented and a bond issued to help purchase development rights in the 80's but it never went anywhere because the residents didn't want to pay the taxes. If it would have been done in the 80's the bond would have been paid off years ago. Maybe we should be looking into this. Mr. Landman stated he has a few people that is has been working on this with since 2021 and they will continue to work towards this.

Dave Hanson- There was property bought through the Township in the past. Mr. Landman stated this will be a priority and this is not a hidden tax.

Ms. Fischer clarified that this is on the agenda to see if it's something we want to look into further, we didn't have it as an open space tax. Mr. Frisco stated the "draft agenda" said tax. Ms. Fischer said the new board is trying to be transparent and have these discussions. That is why it is not listed as a "tax" on the final agenda.

Bill Karaffa – Stated the trash service in this area is limited. Many are stuck with Whitetail and the prices keep going up. We need to discuss options.

*George Jones* – When is the proposed budget prepared? The process starts in September. When is it approved? Typically, in December. Is there a report for how the money was actually spent? Ms. Fischer stated it is the actual budget and a report is prepared each month. He would like clarification on what he is looking at and would like to speak with the treasurer.

#### **MINUTES (0:25:57)**

Mr. Frisco stated that the public comments were missing and motions were inaccurate. He stated minutes were previously summaries and the new board said they were cliff notes, he feels since the new board made these comments, why are we not adding all the details. Moving forward the audio time will be added to minutes for the public to refer to. No minutes were approved due to changes needing to be made.

*Mr. Karaffa* – Back in 2021 Mr. Karaffa, as constable, asked for his comments to be read verbatim into the minutes and that did not happen. Why does Mr. Frisco want verbatim now? There is no audio but Mr. Karaffa has it in writing what he said and he thinks Mr. Frisco is afraid to let people here what was said.

Mr. Frisco clarified that the meetings are between the board of supervisors. That meeting structure should have public comment at the beginning of the meeting and open agenda items to the public for comment in an organized manner, so they can be properly recorded.

Mr. Landman read a note from the solicitor that the meeting minutes should be a summary and not verbatim transcript nor a detailed summary. This is what is in the sunshine act and we aren't going to pay for someone to include these details. We'll have the minutes with time stamps to align with the audio.

Mr. Landman asked audience members if they are happy with the summary and adding audio for the minutes, they agreed.

## **BUSINESS BEFORE THE BOARD (0:39:27)**

### **New Business**

#### **Review Township Manager ad to be placed on employment sites (0:51:56)**

The Board of Supervisors reviewed a prior ad from 2021 to modify for the 2024 Township Manager ad. Minor changes were made and the ad will be posted.

#### **Revise previously advertised Planning Commission Meeting Dates (0:55:31)**

Planning Commission Meeting dates were advertised as the last Thursday of each month. This year the November Meeting would fall on Thanksgiving and the December Meeting would fall on December 26, 2024. Mrs. Hanna would like to advertise the meeting dates to be November 21, 2024 and December 19, 2024. The Board directed Mrs. Hanna to advertise the revised dates.

#### **Open Space (0:56:57)**

Mr. Landman has been working on looking into an Open Space Committee since 2021. He would like to staff an Open Space Committee. He will make a presentation at the next meeting and put some people on this Board. Mr. Buckman stated the Planning Commission could start working on this right away without the need to have a separate committee. Mr. Landman would like to have them work together as he feels the Planning Commission will have a lot work coming up. He would like to staff this Board next week. Volunteers are welcome to apply to the Township. This will be discussed further at the next meeting.

*Kevin Murray* – Allowing the Planning Commission to take this responsibility would be a good idea because the Township wouldn't have to staff another board. He stated not much was going on when he was on the previous Open Space Committee, therefore, they stopped having the meetings.

Mr. Frisco referred to a comment made by Mrs. Phillips from the Goschenhoppen Historical Society, that an option could be to open a fund that could apply for grants and collect donations in lieu of a tax.

Mr. Landman suggested that we also restart the historical society that Mrs. Phillips served on in our township.

Upon further discussion it was agreed that the planning commission would take on this responsibility and Mr. Buckman would plan to speak on open space at the next meeting.

### **Executive Session (01:05:22)**

Mr. Landman motioned to recess to Executive Session to discuss Personnel Matters. Ms. Fischer seconded the motion. Motion passed 3-0

Mr. Landman motioned to return to the regular meeting at 8:24 pm. Ms. Fischer seconded the motion passed 3-0

### **Old Business**

#### **Solicitor Appointment (1:06:42)**

Mr. Landman made a motion to appoint Clemons, Richter & Reiss as the Upper Frederick Township Solicitor. Ms. Fischer seconded the motion. Motion passed 2-0. Mr. Frisco abstained

#### **Interim Township Manager (1:07:34)**

Mr. Landman made a motion to appoint Kate Hanna as Interim Township Manager with an increase of \$575 per week retroactive to February 16, 2024. Ms. Fischer seconded the motion. Motion passed 3-0.

#### **Website Transition (1:09:07)**

Mr. Landman New website is Live. Things are still missing and the company we are working with is working to get it updated. Mrs. Hanna will be training on the site next week. If the public has suggestions or notices things missing, feel free to contact the Township.

### **UPCOMING MEETINGS (1:13:28)**

Board of Supervisors Regular Meeting April 10, 2024 at 7 PM

Planning Commission Meeting April 25, 2024 at 7 PM

Parks Board Meeting April 30, 2024 at 7 PM

Planning Commission Meeting February 29, 2024 at 7 PM

### **ANNOUNCEMENTS (1:15:59)**

Suggestion Box for Community Day and other Community Events

Register for ReadyMontco Emergency Alerts

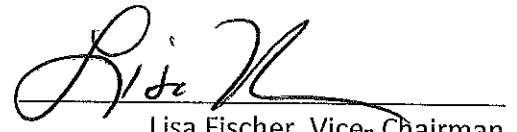
Trail Maintenance Saturday, April 6, 2024 9am

Swamp Creek Stomp Saturday, May 11, 2024 9am

ADJOURNMENT (1:16:30)

Mr. Landman motioned and Ms. Fischer seconded to adjourn the regular meeting at 8:34 PM. Motion passed 3-0.

  
William Landman, Chairman

  
Lisa Fischer, Vice- Chairman

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Sean Frisco, Supervisor

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