

UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
REGULAR MONTHLY MEETING
September 11th, 2024
7:00 PM
MEETING MINUTES

Pledge to the Flag

REGULAR MONTHLY MEETING

In attendance from the Board of Supervisors were Bill Landman, and Bill Karaffa. Lisa Fisher was absent. Also in attendance were Township Manager, Sean Halbom, and Township Solicitor Vicki Kushto.

ANNOUNCEMENT OF EXECUTIVE SESSION

Chair Landman announced that the Board of Supervisors met in Executive Session on September 9th to discuss litigation.

Public Comment Period

George Jones of Upper Frederick commented on the roles and responsibilities of the Township Auditors. Following Mr. Jones' comments, Chair Landman responded with a summary of efforts and communications Township staff have made with Mr. Jones since his comments at a previous meeting. The Township Solicitor provided a legal prospective and summary of the role of the Board of Auditors as set by the Second-Class Township Code.

MINUTES

Supervisor Karaffa motioned to approve the August Meeting Minutes as presented, Chair Landman seconded the motion. The motion passed unanimously, 2-0.

REPORTS

The following reports were presented to the Board and Public:

Treasurer's Report/Bills to be paid – Township Manager, Sean Halbom. Monthly bills totaled \$53,770.92. A motion was made by Bill Karaffa to pay the monthly bills, the motion was seconded by Bill Landman. The motion passed 2-0.

Emergency Services – Township Manager, Sean Halbom.

Plymouth Community Ambulance – Township Manager, Sean Halbom. Monthly calls totaled 34, including 23 from Frederick Living.

Fire company activity, current events – Fire Chief, Doug Kenna. There were 16 total monthly calls. Doug inquired about the vacant Fire Marshal position in the Township. Bill Landman replied the Board is working on identifying a replacement, and the State Fire Marshal is covering those duties in the interim.

Water/Sewer Plant Report: Perkiomen Crossing & Ivy Ridge – Plant Operator, Matt Landis. Mr. Landis shared there were no violations in the past month to report. Mr. Landis updated the Board of

Supervisors concerning necessary equipment at the Perkiomen Crossing Wastewater Treatment Plant. New mixers were required in the amount of \$20,640. Mr. Halbom shared that this was a sole-source supplier, and therefore, three bids could not be obtained. Mr. Karaffa motioned to approve the purchase, Mr. Landman seconded and the motion was passed 2-0.

Public Works/Road Report – Sean Halbom, Township Manager. The Public Works Department spent most of the month maintaining the Parks, mowing roadsides, completing asphalt patches at several locations, and assisting with the Faust Road Project.

Civil Engineer's Report – Norm Ulrich, Township Engineer. Norm provided an update on the Faust Road Project. Unfortunately, the road needed to be closed to traffic to ensure worker safety. Local traffic, school busses, delivery services, mail, and emergency services are still able to access the road.

Building Inspector and Zoning Report/ZHB – Norm Ulrich, Township Engineer.

Planning Commission – Bob Marriot, Planning Commission Chair. Bob updated the Board concerning discussions at the last PC meeting. The PC is discussing road width and sidewalk width requirements as well as incinerator requirements in the Township Code.

CPVRPC – None.

Parks & Recreation Board – Kevin Murray, Parks and Recreation Board Chair. Mr. Murray reported that Movie Night went well despite the rain date. He provided an update concerning the upcoming Community Day Event.

Manager Update – Mr. Halbom thanked the Board and Public for their warm welcomes over the past month. He shared he is currently getting the administrative office caught up on some issues caused by the interim period between managers, but that he has access to all systems and programs needed to run the Township's administrative functions. He shared there were no new development applications, and that he has begun working with the Township Treasurer to prepare the 2025 Annual Budget.

BUSINESS BEFORE THE BOARD

New Business:

Approve advertisement for permanent manager position. Bill Karaffa motioned to authorize the Township Solicitor to advertise a vacancy for the Township Manager position, the motion was seconded by Bill Landman and passed, 2-0.

Approve MMO to be filed by October 7th, 2024. Mr. Halbom summarized the Act 205 requirements of the Township to fund their retirement pension. The sum total for this year is \$33,223. Mr. Karaffa motioned to approve payment in that amount. The motion was seconded by Mr. Landman, and passed 2-0.

Perkiomen Crossings WWTP Test results. Mr. Landis summarized the report. There were no violations.

Approval of Petosa Settlement Agreement. Township Solicitor Vicki Kusto summarized on behalf of Insurance Counsel. Mr. Landman shared that this was a topic of discussion in executive session. Mr. Karaffa motioned to enter into the settlement agreement prepared by counsel. Mr. Landman seconded the motion. The motion passed 2-0.

Remove/appoint Open Space Committee member.

Mr. Landman shared that Mr. Karaffa was resigning from the Open Space Committee effectively immediately since he has assumed the role of Township Supervisor. He thanked Mr. Karaffa for his past

and continued service, and motioned to accept his resignation. Mr. Karaffa seconded the motion. The motion passed unanimously.

Mr. Landman motioned to appoint Bridget Reid to the Open Space committee vacancy. Mr. Karaffa seconded the motion. The motion passed unanimously.

Old Business: There was no Old Business.

Public Comment Period:

Mr. Kevin Murray offered brief public comment to follow up to his Park and Recreation Report and announced there were 30 confirmed vendors for Community Day.

UPCOMING MEETINGS

Chair Landman announced the following upcoming meetings:

- Parks and Recreation Board -Meeting September 17th, 2024 at 7pm
- Planning Commission Meeting September 26th, 2024 at 7pm

ANNOUNCEMENTS

Chair Landman provided the following announcements:

- Community Day is September 28th from 10am to 3pm
- 64th annual Arlen Saylor Cavalcade, Boyertown Area High School Memorial Stadium, September 28th, Doors open at 4:30pm.

Mr. Karaffa motioned to adjourn the meeting at 8:07PM. Mr. Landman seconded the motion and it passed unanimously.