

UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
2024 REORGANIZATION MEETING
January 6, 2025
7 PM
AGENDA

1. Call to Order

2. Pledge to the Flag

3. Announcement of an executive session to discuss matters of litigation

4. Public Comment

5. Reorganization

- A. Consider a motion to appoint _____ to the position as Chairperson of the Upper Frederick Township Board of Supervisors
- B. Consider a motion to appoint _____ to the position as Vice Chairperson of the Upper Frederick Township Board of Supervisors
- C. Consider a motion to appoint _____ to the position of Secretary of Upper Frederick Township
- D. Consider a motion to appoint _____ to the position of Manager of Upper Frederick Township
- E. Consider a motion to appoint _____ to the position of Treasurer of Upper Frederick Township.
- F. Consider a motion to appoint Bill Landman to the position of Township Assistant.
- G. Consider a motion regarding the 2025 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.

6. Appointment of Township Professionals

- A. Consider a motion to appoint _____ as Township Solicitor at rates according to their proposal for 2025.
- B. Consider a motion to appoint _____ as Zoning Hearing Board Solicitor at rates according to their proposal for 2025.
- C. Consider a motion to appoint _____ as Township Civil Engineer at rates according to their proposal for 2025.
- D. Consider a motion to appoint _____ as the Township's Zoning Officer and Building Inspector at rates according to their proposal for 2025.
- E. Consider a motion to appoint _____ as Township Water/Wastewater Engineer at rates according to their proposal for 2025.
- F. Consider a motion to appoint _____ as the Township's Traffic Engineer at rates according to their proposal for 2025.
- G. Consider a motion to appoint _____ as the Township's Emergency Management Coordinator for 2025 and _____ as the Township's Deputy Emergency Management Coordinator for 2025.
- H. Consider a motion to appoint _____ as the Township's Fire Marshal for 2025 at the rate of _____ as identified in the 2025 approved budget.
- I. Consider a motion to appoint Berks Earned Income Tax Bureau to collect the Earned Income and Occupational Privilege Tax for the Township.

J. Consider a motion to set the hourly rate for summer help, as needed, at the rate of \$15-20/hr.

7. Appointments to Boards, Commissions, And Committees

- A. Consider a motion to appoint _____ to the Planning Commission for a four-year term expiring December 31, 2027.
- B. Consider a motion to appoint Tracy Harper to the Park and Recreation Board for a five-year term expiring December 31, 2029.
- C. Consider a motion to appoint _____ as Vacancy Board Chair for a one-year term through December 31, 2025.
- D. Adopt Resolution 2025-01 to appoint _____ to the Zoning Hearing Board for a three-year term expiring December 31, 2027.
- E. Consider a motion to reappoint the following _____ as members of the Agricultural Advisory Committee for a one-year term through December 31, 2025 and appoint _____ to the Agricultural Advisory Committee.
- F. Appoint _____ as the chairman of the Agricultural Advisory Committee.
- G. Consider a motion to reappoint the following _____ as members of the Code of Appeals/UCC Board for a one-year term through December 31, 2025.

8. Other Reorganization Items:

- A. Consider a motion to authorize _____ as the State Association's Convention voting delegate.
- B. Consider a motion to authorize attendance of Supervisors, Township Manager and Public Works Director to the State Association Convention.
- C. Consider a motion to authorize _____ as the County Convention voting delegate.
- D. Consider a motion to authorize the attendance of the Supervisors, Township Manager and Public Works Director to the County Convention.
- E. Consider a motion regarding the 2025 mileage reimbursement rate at the rate established by the Internal Revenue Service.
- F. Consider a motion establishing the following 2025 Holiday Schedule for non-unionized employees:
 - Martin Luther King Day- January 20, 2025
 - President's Day- February 17, 2025
 - Good Friday- April 18, 2025
 - Memorial Day- May 26, 2025
 - Independence Day- July 4, 2025
 - Labor Day- September 1, 2025
 - Thanksgiving Day and Friday following- November 27th and 28th
 - Christmas Eve and Christmas Day- December 24th and 25th.
- G. Consider 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

9. Fire Company Activities for 2025

- A. Consider a motion to approve the following activities by the Fire Company and Fire Police for

2025:

- 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.

10. Depositories

A. Consider 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

11. Meeting Schedule

A. Consider 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 March, June, September, and December as the dates for the Parks and Recreation Board meetings to begin at 7:00 PM.
- The Board of Auditors will meet at 5:00 PM on January 7, 2025.

12. Establish Amount of Treasurer's Bond

A. Consider a motion to set the bond amount for the Treasurer at \$2 million.

ANNOUNCEMENTS:

Board of Auditors meeting January 7, 2025 at 5 PM

Board of Supervisors meeting Wednesday, January 8, 2025 at 7 PM

Planning Commission meeting January 30, 2025 at 7 PM

13. Adjournment