

UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
BUSINESS MEETING
February 12, 2025
7:00 PM
MINUTES

Attendance: Lisa Fischer, Bill Karaffa

Absent: Bill Landman

Staff Attendance: Sean Halbom, Manager; Vicki Kushto, Solicitor; Norm Ulrich, Engineer.

Pledge to the Flag

REGULAR MONTHLY MEETING

Public Comment Period

Lee Echonrodt commented regarding a note left by the Public Works Department. The Public Works employee witnessed a truck damage his property and left him the company's information. Lee was provided contact information for the Public Works Director in case he had any follow up questions. Lee thanked the Public Works Department.

BUSINESS BEFORE THE BOARD

Ms. Fischer motioned to amend the agenda to include approval of meeting minutes and department reports. Mr. Karaffa seconded the motion. The motion passed unanimously.

MEETING MINUTES

Approval of the January 2025 Re-Org Meeting Minutes

Approval of the January 8, 2025, Business Meeting Minutes

Mr. Karaffa motioned to accept both the Re-Org and Business Meeting Minutes. Ms. Fischer seconded the motion. The motion carried 2-0.

REPORTS

Treasurer's Report/Bills to be paid – Mr. Halbom summarized the Treasurer's Report and reported the Township's financials are in the good standing. The monthly bills totaled \$109,954.98.

Mr. Karaffa motioned to approve the payment of bills as listed, Ms. Fischer seconded the motion. The motion carried 2-0.

Emergency Services

Plymouth Community Ambulance – Mr. Halbom reported there were 29 total calls by Plymouth Ambulance. He shared there was also a State Police activities Report this month.

Fire company activity, current events – Chief Doug Kenna provided an update on the Fire Department activities, totaling 13 calls as well as time spent assisting other departments, and

training. He shared Greg had left his position at Frederick Living. They have contacted the new Facilities Director. Chief Kenna reported sprinkler issues that require review as well as signage. Greg asked about the status of a Fire Marshal. Mr. Halbom reported that a candidate was scheduled for an interview.

Water/Sewer Plant Report: Perkiomen Crossing & Ivy Ridge – Mr. Landis reported there were no violations to report. He has been checking the plants during the cold weather to ensure operation continues.

Public Works/Road Report – Mr. Halbom reported the Public Works Department was working overtime to address the storms. The Township has adequate road salt to address the storm. He summarized the remainder of the departments activities in parks, maintenance, and roadwork.

Civil Engineer's Report – Norm Ulrich summarized the Engineer's Report. He is awaiting return of final plans from the Alberts project. He is discussion final steps prior to Final Plan Submission from 3-Dog Garage. He met with the Public Works Director to discuss a potential Low-Volume Road Grant project. Norm summarized the Zoning Officer's Report.

Planning Commission – Ms. Kushto summarized the ordinance updates under discussion by the Planning Commission. Vicki reported she was in the process of drafting ordinances for recommendation by the PC to the Board of Supervisors. Topics include SALDO items like Impact Studies, Plan Submission Requirements, and Septic System Areas.

CPVRPC – No meeting.

Parks & Recreation Board – No meeting.

New Business:

1. Resolution 2025-02 - Revisions to Township Employee Handbook: Addition of Parental Leave Policy, Boot Allowance, and revisions to Social Media Use Policy.

Mr. Halbom summarized the updates to the Employee Handbook which included a new Parental Leave policy for employees who have or adopt a child, an annual boot allowance for Public Works staff, and updates to the social media use policy to conform with legal requirements.

Mr. Karaffa motioned to adopt Resolution 2025-02, Revising the Employee Handbook, Ms. Fischer seconded the motion. The motion carried 2-0.

2. Board Appointments: Park and Recreation Board

Ms. Fischer introduced the members in attendance and the appointment terms (below)

- Heidi Geverd – Term expiring: 12/31/28
- Susan Myers – Term expiring: 12/31/27
- Bridget (Last Name) – Term expiring 12/31/26
- Kare Bauer – Term expiring 12/31/25

Mr. Karaffa motioned to appoint the individuals named above to the stated terms. Ms. Fischer seconded the motion. The motion carried 2-0.

3. Presentation by Natural Lands Trust: Consideration of Proposal for Referendum Preparation.

Kate Ramen from the Natural Lands Trust Presented Telephonically:

Kate provided her background as Planner and the role of the Natural Lands Trust. She explained how the Trust helps to acquire or preserve land throughout the area. She explained the proposal which offers services to prepare an ordinance and referendum for an Open Space Program. The proposal would project the annual revenue, advertising, and workshop services to aid in voter education and the referendum process.

Ms. Fischer overviewed the total cost of the proposal which was presented as \$10,500. She mentioned this expense was not anticipated during the budget preparation process. Mr. Halbom offered two potential funding options, a grant and a Open Space Funds, which required additional research. Mr. Karaffa thanked Natural Lands Trust and shared he would consider the proposal and respond at a later date. Mr. Halbom asked about response rates from past projects. Kate replied 10% response rates from mailers would be a good rate.

Mr. Eckonrodt asked Ms. Ramen to clarify how land would be acquired and used. She replied that Conservation Easements (purchase of a property's development rights) is one option, and outright land purchases are another common option. Common uses for purchases include active park space, or passive use like open space. Ms. Rame provided additional information concerning the tax benefits and typical valuations for development rights.

Ms. Fischer asked about typical lot sizes for preservation projects. Kate replied that it might typically be around ten acres, but that varies between communities. She explained some smaller lots may be attractive for preservation depending on specific circumstances and goals of the Township.

Ms. Ramen was thanked for her presentation.

Old Business:

4. Update on plans for hydrant system upgrades at Perkiomen Crossing.

Mr. Halbom provided an update regarding a Hydrant Study commissioned by the Township several years earlier. The study determined a solution to service the hydrants with water would cost about \$1.3 million. The Township met earlier in the year with the HOA Board to discuss options. Mr. Halbom explained that any improvements would be paid for out of a specific fund operated with fees from Perkiomen Crossing residents' utility bills. For that reason, he explained that any costly work could impact those residents fees.

Mr. Halbom reported the HOA Board was less enthusiastic about a less costly cistern project. The Township and the HOA Board agreed to continue looking at solutions and prepare grant applications as they become available to offset the project costs.

Motions:

- Recommendations from Planning Commission:

Ms. Fischer asked the Solicitor for an overview of the recommendations. Vicki replied they included a Blasting Ordinance and a requirement in the SALDO for Impact Studies.

Mr. Karaffa motioned to authorize the Solicitor to advertise the Blasting Ordinance and Impact Fee updates as recommended by the Planning Commission. Ms. Fischer seconded the motion. The motion carried 2-0.

Approval of Fire Company Activity: Mother's Day Flower Sale (April 18th and 19th at the Friendship Park)

- Ms. Fischer shared that the Fire Department had submitted a list of additional activities for the year that were not approved at the reorganizational meeting. (see attached list).

Mr. Karaffa motioned to approve the additional activities, as-listed. Ms. Fischer seconded the motion. The motion carried 2-0.

5. Consider a motion to reappoint Robert C. Bezgin as the Township's Auditor for 2025 at the rate of \$6,200 to complete the 2024 Audit per the 3-year contract approved February 9, 2023.

Mr. Karaffa motioned to reappoint Robert C. Begin as the Township Auditor for 2025. Ms. Fischer seconded the motion. The motion passed 2-0.

Public Comment

George Jones commented regarding the meeting minutes from the Township website. Mr. Halbom stated minutes would soon be posted. Mr. Jones asked for an update on the Ivy Ridge Fund deficit. Mr. Halbom shared that an emergency electricity repair was performed several

years ago. The total cost was around \$44,000. Not having that amount of money in the Ivy Ridge Fund's capital reserves, the cost was paid from the General Fund and has yet to be "repaid" from Ivy Ridge back to the General Fund. Mr. Halbom shared the Township staff would be meeting with representatives from the Ivy Ridge Homeowner's Association.

UPCOMING MEETINGS

Planning Commission – 2/27/2025 at 7:00PM

ANNOUNCEMENTS

Ms. Fischer shared a Winter Storm Advisory: The Public Works Department will be treating roads this evening and tomorrow morning. Please exercise caution and stay off the roads unless necessary. Township offices may be opening late as a result of the weather conditions. She shared Township Office Hours may adjust due to weather conditions.

Ms. Fischer motioned to adjourn the meeting at 7:57PM. Mr. Karaffa seconded the motion. The motion carried 2-0.