

UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS

Business Meeting

March 12th, 2025

7:00 PM

MINUTES

Board Attendance: Lisa Fischer, Bill Karaffa

Staff Attendance: Sean Halbom (Township Manager), Vicki Kushto (Township Solicitor), Norm Ulrich (Township Engineer).

Lisa Fischer called the meeting to order at 7:00PM. She announced she would be serving as Chair due to Bill Landman's absence.

Pledge to the Flag

REGULAR MONTHLY MEETING

Public Comment Period

George Jones offered comment asking about the status of the \$44,000 owed to the General Fund by the Ivy Ridge Sewer Fund. Mr. Halbom replied stating the Township has communicated with the Ivy Ridge Homeowners Association President and is scheduled to meet and discuss the debt.

MEETING MINUTES

Approval of the February 12, 2025 Meeting Minutes

Bill Karaffa motioned to approve the Meeting Minutes from the February 12th Board of Supervisors Meeting. Lisa Fischer seconded the motion. The motion passed unanimously.

REPORTS

Treasurer's Report/Bills to be paid – Mr. Halbom read the Treasurer's Report and announced the monthly bills to be paid: \$150,516.48.

Bill Karaffa motioned to approve the Treasurer's Reports and bills to be paid in the amount of \$150,516.48. Lisa Fischer seconded the motion. The motion carried.

Emergency Services – Mr. Halbom summarized the reports, the Fire Department responded to 14 calls with 395.5 total volunteer hours. Upcoming events were announced. Mr. Halbom summarized the ambulance report which included 26 total calls, 19 to Frederick Living.

Water/Sewer Plant Report: Perkiomen Crossing & Ivy Ridge - Matt reported there were no violations to report. The mixers will arrive tomorrow.

Public Works/Road Report - Mr. Halbom reported the Public Works Department was transitioning away from winter road work and cleaning swales, preparing parks, and routine maintenance.

Civil Engineer's Report - Norm Ulrich provided an update concerning 3 Dog Garage and grant applications for work on Swamp Creek Road.

Building Inspector and Zoning Report/ZHB – Mr. Karaffa shared he had visited some properties with Mr. Koch to address some reports of zoning violations.

Planning Commission – Buck Reed shared an update concerning the PC's work to reduce permitting requirements for farms in the ASA.

CPVRPC – No recent meeting.

Parks & Recreation Board – Mr. Halbom shared that the Park Board would meet for the first time this year on March 27th.

BUSINESS BEFORE THE BOARD

New Business:

1. Board Appointments: Agricultural Advisory Committee

Bill Karaffa motioned to appoint those named below to the Agricultural Advisory Committee for a term ending on 12/31/25. Ms. Fischer seconded the motion. The motion carried.

- Merrill Mest
- Jackie Rhoads
- Brian Geverd
- Al Gouldy

2. Resolution 2025-03 – 2025 Fee Schedule

Mr. Halbom summarized the fee schedule updates which include the resumption of residential resale Use and Occupancy Inspections, Mechanical and Electrical Fees, and an option for a Zoning Decision Letter among the listed fees.

David Hanson asked if an inspection by the Fire Marshal was required as part of the residential resale inspection. Mr. Halbom stated he would research the question.

Bill Karaffa motion to adopt Resolution 2025-03, Updating the Township Fee Schedule. Ms. Fischer seconded the motion. The motion carried.

3. Resolution 2025-04 – Update for CFA/LSA Grant Application

Mr. Halbom summarized the update to a previously passed resolution for a grant submission. The update requires the second signature of a Board member.

Mr. Karaffa motioned to adopt Resolution 2025-04, updating the Township's CFA/LSA Grant application. Lisa Fischer seconded the motion. The motion carried.

4. Resolution 2025-05 – A Resolution authorizing Upper Frederick Township to enter into an intergovernmental cooperative agreement to participate in the Delaware Valley Health Trust.

Mr. Halbom shared the Township recently joined a Health Insurance Trust to provide health insurance benefits to employees. He shared the Trust is member-owned, and the resolution requires the appointment of a voting member and IGA. The Board discussed the cost savings and health insurance coverage. Mr. Halbom stated the new plan is a PPO High-Deductible Plan and will save both the Township and Township Employees money.

Ms. Rhodes-Kratz asked about the health insurance deductible. Mr. Halbom shared the annual deductibles were \$2000/\$4000 for single/family. However, the savings provided by the Trust plan allowed the township to cover the employees' dependents' premiums, which the Township previously did not do. The Trust plan is also 4% less than the previous health plan and premiums rise less year-over-year compared to private market plans, offering ongoing savings to the Township.

Mr. Karaffa motioned to adopt Resolution 2025-05, authorizing the Township to enter into an intergovernmental cooperative agreement to participate in the Delaware Valley Health Trust, Ms. Fischer seconded the motion. The motion passed unanimously.

5. Consider Blasting Ordinance

Ms. Kushto provided a background of the Blasting Ordinance and summarized the draft. She shared it was advertised, and as a non-MPC ordinance, can be passed this evening.

Ms. Fischer asked if there was any previous Blasting Ordinance. Mr. Karaffa replied there was not, but that Lower Frederick did. He commended the Planning Commission for taking note of the matter.

Kevin Murray asked about the ordinance's requirements for neighbor notification and well testing. Ms. Kushto read from the proposed ordinance citing the section requiring such notification and testing.

Buck Reed shared that this was the strongest Blasting Ordinance he was aware of.

George Jones asked about the report review and enforcement obligations. Ms. Kushto explained the Township would review the information as part of the usual permitting process, including taking escrow in the form of bonds to cover Township review costs.

Ms. Fischer noted that the Blasting Fee review will need to be added to the Fee Schedule if it's not already mentioned. Mr. Halbom and Ms. Kushto reviewed and noted that the escrow area would need to be updated, but the fees noted a blasting fee. Mr. Ulrich noted that the contingency fees in escrow would also apply to these costs.

Lee Eckonrodt commented asking about the 3,000 foot distance requirement for notification. Mr. Reed responded that was 1,000 feet further than any other existing ordinance the Planning Commission could locate. Lee asked if there is any maximum level of charge allowed. Mr. Halbom replied that State requirements likely set charge limits, but state requirements still apply to blasting. This ordinance will allow additional regulations by the Township.

Mr. Karaffa noted the Planning Commission took note of several nearby Blasting Ordinances to determine the requirements for this ordinance and felt it was the strongest the Township could implement.

Mr. Karaffa motioned to adopt Ordinance Number 2025-03, Instituting a Blasting Ordinance. Ms. Fischer seconded the motion. The motion carried. Ms. Fischer thanked Vicki and the Planning Commission for their work.

Old Business:

Motions:

1. Motion to accept Resignation of Paul Christman from the Zoning Hearing Board

Mr. Karaffa motioned to accept the resignation of Paul Christman from the Zoning Hearing Board. Ms. Fischer seconded the motion. The motion carried.

2. Motion to appoint Paul Christman to the Planning Commission.

Mr. Karaffa motioned to appoint Paul Christman to the Planning Commission. Ms. Fischer seconded the motion. The motion carried.

3. Recommendations from Planning Commission:

- a. Motion to authorize advertisement of amendments to the Township Code:
 1. Plan Submission Review Period

Mr. Karaffa motioned to authorize the advertisement and submission to the County of the update to the Sub-Division and Land Development Ordinance to include a review period for new plans. Ms. Fischer seconded the motion. The motion carried.

2. Back up Septic Systems

Ms. Kushto clarified this ordinance update was not yet ready for adoption. It requires that new plans identify a back up septic site to avoid future issues for the property owner. Ms. Fischer asked if that would return at the next meeting. Ms. Kushto replied that it could since it did not require advertising.

UPCOMING MEETINGS

Ms. Fischer shared the upcoming meetings (below)

Planning Commission – 3/27/2025 at 7:00PM

Park and Open Space Committee – 3/27/2025 at 7:00PM

Agricultural Advisory Committee - TBD

ANNOUNCEMENTS

There were no announcements.

PUBLIC COMMENT

Don Cabbot asked why Mr. Christman resigned from the Zoning Hearing Board to rejoin the Planning Commission. He expressed concern about forming a quorum for the Zoning Hearing Board. Mr. Christman replied that he resigned to accept the new assignment and was happy to serve the Township wherever useful. Mr. Halbom replied that any Zoning Matter would require advertising sufficient for the Board to appoint additional members, but that current appointees could facilitate a meeting.

David Hanson asked about the status of the Fire Marshal appointment. Mr. Halbom replied that he cannot discuss personnel matters, but that the matter is progressing.

Ms. Fischer motioned to adjourn the meeting, Mr. Karaffa seconded the motion. The meeting adjourned at 7:46PM.