UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
2026 REORGANIZATION MEETING
January 5, 2026 – 7:45 PM
MINUTES

Executive Summary:
The Board held its 2026 reorganization meeting, swearing in newly elected Supervisor William Karaffa and Tax Collector Deneen Rhodes-Kratz, and announced an executive session on personnel matters. Officers and Township Professionals were appointed including manager Aaron Walizer, meeting schedules and administrative policies (including mileage rate, office hours, holiday schedule, and treasurer bond) were set, and various committee and board memberships were confirmed for 2026. Additional approvals included emergency management and fire marshal appointments, authorization for convention delegates and attendance, retention of financial depositories, and permitted fire company activities for the year.

Attendance: Chair Bill Landman, Vice Chair Lisa Fischer, William Karaffa, Tax Collector Deneen Rhodes-Kratz
Staff Attendance: Manager Aaron Walizer

1. **Call to Order** -*The meeting was called to order at 7:45pm*
2. **Pledge to the Flag**

3. **Announcement of an executive session to discuss personnel matters**

4. **Swearing in of Supervisor William Karaffa and Tax Collector Deneen Rhoads-Kratz**

   -*Supervisor William Karaffa and Tax Collector Deneen Rhodes-Kratz were sworn in by Magisterial Judge Maurice H. Saylor on a bible held by Township Manager Aaron Walizer.*

5. **Public Comment** -*There were no public comments.*

6. **Reorganization**

   -- *All motions listed below were moved, seconded, and approved by voice vote 3-0 unless noted.*

   A. Consider a motion to appoint_____to the position as Chairperson ofthe 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 ___Aaron Walizer___to the position of Secretary ofUpper Frederick Township

   D. Consider a motion to appoint Aaron Walizer to the position of Manager ofUpper Frederick Township

   E. Consider a motion to appoint Linda Major, of Major and Mastro, Certified Public Accountants to the position of Treasurer of Upper Frederick Township.

   F. Consider a motion regarding the 2026 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.

- *Chairperson: William (Bill) Landman appointed Chair of the Board of Supervisors.*

- *Vice Chair: Lisa Fischer appointed Vice Chair.*

- *Secretary and Manager: Aaron Walizer appointed Secretary and Manager*
- *Treasurer: Linda Major of Major and Major, Certified Public Accountants appointed Treasurer.*
- *Work session: first Wednesday of every month at 7:00 p.m.*
- *Regular business meeting: second Wednesday of every month at 7:00 p.m.*

7. Appointment of Township Professionals

A. Consider a motion to appoint Clemons, Richter and Reiss as Township Solicitor at rates according to their proposal for 2026.

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 LTL Consultants as Township Civil Engineer at rates according to their 2026 proposal.

D. Consider a motion to appoint LTL Consultants as the Township's Zoning Officer and Building Inspector at rates according to their 2026 proposal for 85%/15% fee split.

E. Consider a motion to appoint CKS Engineers (ARRO) as Township Water/Wastewater Engineer at rates according to their proposal for 2026.

F. Consider a motion to appoint _____ as the Township's Traffic Engineer at rates according to their proposal for 2026.

G. Consider a motion to appoint _Nate DiDinato__as the Township's Emergency Management Coordinator for 2026 and _William Karaffa__as the Township's Deputy Emergency Management Coordinator for 2026.

H. Consider a motion to appoint _Nate DiDinato__as the Township's Fire Marshal for 2026 at the rate of _$4,000_ as identified in the 2026 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 $16-21/hr.

- *Township Solicitor: Clemens, Richter & Reese at rates per their 2026 proposal.*
- *Zoning Hearing Board Solicitor: Mike Fury at rates per his proposal (noted as 2025 reference in transcript).*
- *Township Civil Engineer: LTL Consultants at rates per 2026 proposal with an 85/15 fee split with Upper Frederick Township.*
- *Township Zoning Officer and Building Inspector: LTL Consultants at 85/15 split per their 2026 proposal.*
- *Emergency Management Coordinator: Nathaniel (Nate) DiDonato appointed.*
- *Deputy Emergency Management Coordinator: William (Bill) Karaffa appointed.*
- *Fire Marshal: Nate DiDonato appointed at $4,000/yr (per the 2026 approved budget).*
- *Earned income tax and occupational privilege tax collection: Appointed Berkheimer (transcript says "Burke's Earned Income Tax Bureau" — likely Berkheimer) to collect.*
- *Summer help wage set at $16-21/hr.*

8. Appointments to Boards, Commissions, And Committees

A. Approve Ordinance 2026-01 for the creation of an open Space Committee

B. Consider a motion to reappoint any expiring Zoning Hearing Board members for a four-year

term expiring December 31, 2030.

C. Consider a motion to appoint Debra Finneren as Vacancy Board Chair for a one- year term through December 31, 2026.

D. Consider a motion to reappoint the following Merrill Mest, Brian Geverd, Jackie Rhodes, Al Gouldy, and William Landman as members of the Agricultural Advisory Committee for a one-year term through December 31, 2026.

E. Appoint Merrill Mest the chairman of the Agricultural Advisory Committee for a one- year term through December 31, 2026.

F. Consider a motion to appoint Carolyn Coleman and Jennifer Christman as Parks and Recreation Board members for a four-year term expiring December 31, 2030.

G. Consider a motion to appoint Kate Bauer, Bridgett Reed and Heidi Geverd as Open Space Committee members for a four-year term expiring December 31, 2030.

H. Consider a motion to reappoint the following John Neeld and _____ as members of the Code of Appeals/UCC Board for a one- year term through December 31, 2026.

- *Approved creation of an Open Space Committee (Ordinance 2026-01).*
- *Reappointed existing Zoning Hearing Board members to four-year terms expiring December 31, 2030.*
- *Vacancy Board Chair: Deborah (Deb) Finneran appointed through December 31, 2026.*
- *Agricultural Advisory Committee: Reappointed Merrill Mest, Brian Geverd, Jackie Rhodes, Al Gouldy, and William Landman for one-year terms through December 31, 2026; chairman of the Agricultural Advisory Committee also appointed for a one-year term through Dec. 31, 2026.*
- *Open Space Committee members (appointed for four-year terms expiring Dec. 31, 2030): Kate Bauer, Bridgette Reed, Heidi Geverd.*
- *Parks & Recreation Board members (four-year terms expiring Dec. 31, 2030): Carolyn Coleman and Jennifer Chrisman.*
- *UCC/Code Appeals Board (one-year terms through Dec. 31, 2026): Reappointed Jason Nettle, Jay Duvall, and Pat Dunham.*

9. Other Reorganization Items:

A. Consider a motion to authorize _William Karaffa 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 _William Karaffa_ 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 2026 mileage reimbursement rate at the rate established by the Internal Revenue Service. ($.72/mile)

F. Consider a motion establishing the following 2025 Holiday Schedule for non-unionized employees:
   - Martin Luther King Day- January 19, 2026
   - President's Day- February 16, 2026
   - Good Friday- April 03, 2026
   - Memorial Day- May 25, 2026
   - Independence Day- July 3, 2026
   - Labor Day- September 7, 2026
   - Columbus Day- October 12, 2026

- Veterans Day- November 11, 2026
- Thanksgiving Day and Friday following- November 26 and 27, 2026
- Christmas Eve and Christmas Day- December 24 and 25, 2026
- New Years- December 31st, 2026 and January 1st 2027

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

- *Authorized township voting delegate for State Association convention (William Karaffa) and authorized attendance of Supervisors, Township Manager, and Public Works Director at the State Association convention.*
- *Authorized William Karaffa as county convention voting delegate and authorized attendance of Supervisors, Township Manager, and Public Works Director at the county convention.*
- *Authorized Mileage reimbursement: Set at the IRS-established rate of $0.72 per mile for 2026.*
- *Established 2026 holiday schedule for non-union employees (adopted "as listed" without reading each date aloud).*
- *Township building office hours: Monday–Thursday 9:00 a.m.–4:30 p.m.; Friday 9:00 a.m.–4:00 p.m.*

10. **Fire Company Activities for 2026**

A. Consider a motion to approve the following activities by the Fire Company and Fire Police for 2026:

- 2026 Night Skate at GLP Fire Pit
- Fire Prevention, NHUF Elementary School;
- Goschenhoppen Historians Folk Festival;
- UFFC Business meeting, second Monday of the month; Fire/Safety training, Monday evenings;
- Upper Fredrick Township Community Day
- Santa on Fire Truck and
- Other approved Upper Frederick Township events.

-Approved Upper Frederick Fire Company activities for 2026 including: Knightsgate at GLP, Fire Pit events (Green Lane et al.), Fire Prevention at NHUF Elementary, Goshenhoppen Historical/Folk Festival, Upper Frederick Fire Company business meetings (second Monday), fire safety training Monday evenings, Township Community Day, Santa on the fire truck. All other events require Township Board of Supervisors approval.

11. 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

-Retained listed financial institutions as Township depositories as listed.

12. Meeting Schedule and Advisors for Boards, Committees, and Commissions

A. Consider a motion to appoint Advisors to the Boards and Committees:

- <u>William Landman</u> as advisor for the Planning Commission

- Lisa Fisher as advisor to the Parks and Recreation Committee
- William Karaffa as advisor to the Open Space

B. Consider a motion to set the following meeting schedule for Boards and Commissions:

- The Third Thursday of the month as the date for the Planning Commission Meeting to begin at 7:00 PM.
- The Third Tuesday of the month as the date for the Parks and Recreation Committee to begin at 7:00 PM.
- The Third Thursday of the month as the date for the Open Space Committee to begin at 7:00 PM.
- The Third Tuesday of each month, when needed, as the date to conduct Zoning Hearings Boards.
- The Board of Auditors will meet at 5:00 PM on January 6, 2026.

-Board and Commission advisors adopted as listed with the listed meeting schedule.

13. **Establish Amount of Treasurer's Bond**
    A. Consider a motion to set the bond amount for the Treasurer at $2 million.

Treasurer's bond: Set the treasurer's bond amount at $2,000,000.

ANNOUNCEMENTS:

Board of Auditors meeting January 6, 2026 at 5 PM
Board of Supervisors meeting Wednesday, January 14, 2026 at 7 PM
Planning Commission meeting January 15, 2026 at 7 PM
Open Space January 15, 2026 at 7 PM
Parks & Rec Tuesday January 20 at 7pm

-Additional public comment asked for but none received.

14. **Adjournment** -*Meeting Adjourned at 8:01pm.*

ATTEST:

_____
Aaron Walizer, Manager

BOARD OF SUPERVISORS
UPPER FREDERICK TOWNSHIP

Signed Copy On Record
_____
William Landman, Chairman

_____
Elizabeth Fischer, Vice Chairman

_____
William Karaffa, Member