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

1. **Call to Order**
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**

5. **Public Comment**

6. **Reorganization**

   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.

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 for 85%/15% fee split.

   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.

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.

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

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.

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

12. Meeting Schedule and Advisors for Boards, Committees, and Commissions
    A. Consider a motion to appoint Advisors to the Boards and Committees:

- William Landman 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.

13. **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 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

14. Adjournment