UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
Business Meeting - January 14, 2026 - 7:00 PM

Minutes

Executive Summary:
The Board approved minutes from the January 5 reorganization meeting, accepted the treasurer's year-end report showing revenue above budget and overall expenditures at 78.78% of budget, and approved payment of $135,944.11 in bills. Reports covered public safety calls, fire marshal report, utility plant updates, public works winter maintenance and tree pickups, and planning/engineering updates; the board authorized advertising major zoning code updates and approved applying for the county 2040 Implementation Grant for sports courts. The board awarded an electrical bid to R&R Electric (not to exceed $25,000), discussed concerns over the Upper Frederick Fire Company's financial recordkeeping and moved to withhold taxpayer funding until required annual reports are verified, and reviewed upcoming meetings and local infrastructure updates including a PennDOT bridge project.

Attendance: Chair Bill Landman, Vice Chair Lisa Fischer, William Karaffa
Staff Attendance: Manager Aaron Walizer, Solicitor Vicki Kushto, Engineer Norm Urlich

- Call to Order -*The meeting was called to order at 7:00pm*
- Pledge to the Flag

REGULAR MONTHLY MEETING

- Public Comment Period -*None*

MEETING MINUTES

- Approval of the BOS January 05, 2026, Reorganizational Meeting -*Approved with a vote of 3-0*

REPORTS

Treasurer's Report/Bills to be paid

- *Real estate tax collections: 101% of budget.*
- *EIT (earned income tax) revenue: 113% of budget.*
- *Permit activity: 242% of normal activity for the year (very busy building year).*

    - *Expenditures: 78.78% of budget (under budget by ~21%), partially due to grant funding that covered planned backhoe purchase.*
- *Monthly bills to be paid: $135,944.11 (includes prepaid final PMRS payment). Motion to approve payment passed unanimously.*

Emergency Services

PA State Police Report
Plymouth Community Ambulance
Fire company activity, current events
Fire Marshal's Report

- *PA State Police December 2025: 35 calls for service; many were minor traffic accidents with deer.*
- *Plymouth Ambulance Service: 34 calls in township; 22 transported to Frederick Living (facility). Frederick Living remains the major destination/driver of EMS workload.*
- *Upper Frederick Fire Company: 17 calls for service in the month (11 in Upper Frederick, 3 New Hanover, 2 Marlboro, 1 Green Lane). Majority alarms.*
- *Fire Marshal / Emergency Management (Nate DiNanato): Year-end activity report (April–December, sworn in April 2025): 8 responses, 1 origin & cause investigation (vehicle fire), 2 plan reviews, 3 site visits, reviewed 4 internal emergency operations plans and 2 external plans, participated in 2025 Limerick Generating Station drill. Expressed thanks and readiness for 2026.*

Water/Sewer Plant Report: Perkiomen Crossing & Ivy Ridge

- *Sewer & water plants (Miller): Average daily wastewater ~32,000 gallons; max daily flow in past month 51,000 gpd.*
- *Parts acquired from supplier in Nebraska to fix a malfunctioning sensor in a water holding tank; sensor repaired.*
- *No extra flows at second well house; no icing issues noted. Continued monitoring into spring recommended.*

Public Works/Road Report

Public Works: Ongoing winter maintenance; last Christmas tree pickup for season on Jan 19 (49 trees collected so far). Residents should report pavement issues for repairs.

Civil Engineer's Report

LTL engineers updated report for January; reviews ongoing for Big Road submission and Three Dog project (building pad, landscaping, site checks, weekly visits). Site erosion & sediment controls being monitored.

Building Inspector and Zoning Report/ZHB

- *Perkiomenville Road: utility/electric supply to property unclear — Peco to investigate, no record of service delivery.*
- *Becker Road: garage inspection scheduled to check compliance and progress.*
- *Yost Road: disturbance and animals — property owner reportedly moved animals north (unconfirmed); township has permission to enter property for verification; owner preparing property for sale; follow-up planned to ensure code compliance.*

CPVRPC

Central Perk Valley RPC: meetings shifting locations; watershed/stormwater study to be reviewed; limited activity in winter.

Parks & Recreation Board

Open Space first meeting scheduled Jan 29; Parks & Rec & Open Space previously merged in 2025 but now separated under new ordinance; volunteer handbook in development.

BUSINESS BEFORE THE BOARD

- New Business
    - Approval for Advertising of Ordinance 2026-02 – Use Regulation Amendments

- *Planning Commission completed extensive updates to township use regulations (203+ page draft; model ordinances and county coordination). Primary goals:*
    - *Update outdated code sections.*
    - *Provide flexibility for accessory dwellings (ADUs), elder cottages, and accessory/agricultural buildings.*
    - *Adjust accessory building size/height rules (height increased to allow silos up to 60 ft; building size based on lot size; sliding scale to accommodate farming uses).*
- *Draft will be published on township website with redlined version; packet will be posted in sections and reviewed by BOS over multiple meetings to solicit public input and ensure transparency. Motion to approve advertising Ordinance 2026-02 (release draft) passed unanimously.*

    - Approval of Resolution 2026-01 – Approval to Apply to County 2040 implementation grant

Resolution 2026-01: Authorization to apply for Montgomery County 2040 Implementation Grant (focus: outdoor recreation & exercise projects).

- *Grant details: up to $250,000, 80/20 match (township 20% match). County grant favored vs. DCNR (which is 50/50 split) potential savings for township.*

- *Project concept: sports courts at Friendship Park to complement existing exercise trail and new playground; preference expressed for convertible courts (basketball to pickleball) and lighting. Grant application approved (motion passed unanimously).*

    - Approval of awarding an electrical bid to R & R Electric Inc. as budgeted

Bid awarded to R&R Electric for $15,000; budgeted not-to-exceed amount $25,000 to allow for change orders for ageing 400A panel box and unknown conditions. Motion to approve award (not to exceed $25,000) passed unanimously.

    - Upper Frederick Fire Company Discussion

Multiple issues discussed regarding the volunteer fire company:

- *Anonymous report of a political banner on fire company property; township reminded volunteer organizations about political activity rules and potential IRS/501(c)(3) implications.*
- *Financial record concerns: Township has received inadequate/insufficient financial documentation from the fire company covering the past 10 years; submitted materials lacked ledgers, receipts, and reconciliation ability.*
- *Allegations: A serious allegation(s) were reported to supervisors (originating from a high-ranking person in the fire company). Details not proven; township intends to investigate.*
- *State guidance: The state recommends fire companies maintain bookkeeping similar to municipal practices (monthly reconciliations, documented receipts, ledgers). Township staff offered to demonstrate municipal accounting practices to the fire company.*
- *Next steps: Township to request four most recent years of documentation as initial focus; work to get them into compliance going forward (monthly reconciliation recommended). Meeting with fire company leadership (treasurer and president) to be scheduled to review documentation and compliance. Until required reports are produced and verified, motion passed 3-0 to withhold township-provided tax fund disbursements. Clarifications:*
    - *Withholding refers to tax funds distributed by the township (millage-based & pass-through), not the fire company's general fund. The intent is to protect taxpayer funds until records can be reconciled.*
    - *If and when documentation is provided and reconciled, funds will be released. If full historical reconciliation cannot be achieved, further actions would be considered.*

- Old Business
    - None

Additional Public Comments and Discussions:

- *PennDOT bridge replacement on Perkiomenville Road: project notices circulating; expected start in summer 2026 with potential closures and detours (anticipated to run 1–2 years). Township participated in stakeholder discussions; detour likely over Little Road; traffic plans and coordination with school district discussed.*

- *Watershed / stormwater study: Perkiomenville Creek study completed; next phase is prioritization of projects. Concern raised about large-scale projects (e.g., potential Army Corps involvement) and downstream/regulatory impacts — township encouraged to stay engaged.*
- *Knifer Road historic property renovation: Renovation of historic grist mill progressing; permits are being submitted; board anticipates possible grand opening/tours once work complete.*
- *Snowshoe race: volunteers requested for parking support for Jan 24 event; strong participation expected (410+ registrants).*
- *Streetlight billing / Peco utility: Resident reported being billed for streetlight on Knifer Road; township staff noted the township does not currently own any street lights and it is most likely the residents property. The Township does not have a role in its operations.*

UPCOMING MEETINGS

Planning Commission Board – 1/15/2026 at 7:00PM
Parks & Rec Board – 1/20/2026 at 7:00 pm
Open Space – 01/29/2026 at 7:00PM
BOS Agenda Meeting – 02/04/2026 at 7:00pm

ANNOUNCEMENTS

-None

Adjournment -*Meeting Adjourned at 8:06pm*

ATTEST:

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Aaron Walizer, Manager

BOARD OF SUPERVISORS
UPPER FREDERICK TOWNSHIP

Signed Copy On Record

_____
William Landman, Chairman

_____
Elizabeth Fischer, Vice Chairman

_____
William Karaffa, Member