UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
Business Meeting - February 18, 2026 - 7:00 PM

Minutes

Executive Summary:
The Board of Supervisors held its February 18, 2026 meeting with extensive public comment focused on concerns about the Upper Frederick Fire Company's missing financial records and the township's suspension of related funding while reconciliation is completed. The fire company representatives reported they have provided reconciliations for 2022–2025 and committed to working with township staff to recover the remaining years and improve ongoing communication and recordkeeping. Residents raised worries about potential loss of fire coverage, insurance implications, and specific development and stormwater concerns; officials assured that emergency services remain uninterrupted and mutual aid will continue. The board approved routine items including minutes, bills, advertising several ordinances (use regulation amendments and tax rounding), and discussed contracting for delinquent utility collections (tabled for further review). Public works and emergency services reported on recent storm response, salt procurement issues, and ongoing park and building updates, and the township and fire company agreed to schedule recurring meetings to complete reconciliations and consider a third-party investigation if concerns rise above reconciliation.

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

-Jeff Zawada made a public comment to voice a concern about the current withholding of Upper Frederick Fire Company funds
-Eleanor Freeman made a public comment to voice her support for the Upper Frederick Fire Company and the mission and role they play in Upper Frederick Township
-Ed Bisby made a public comment to voice concern about storm water management when new homes are built, Mr. Ulrich the township engineer stated that Upper Fredericks storm water ordinances are stricter then the counties and that all properties must comply with those laws

-Sherbert Conrad made a public comment in support of Upper Frederick Fire Company and voiced concern about service.
-Jason Parkins made a public comment that all fire service in the township are fully functional and that all mutual aid agreements are still in place and that residents should not be concerned for fire protection

Following Jason Parkins comment there was a discussion about fire service:

- *Fire Company response (Assistant Chief Jason Parkins and others):*
  - *Acknowledged they have provided tax-account reconciliation documents for 2022–2025 (four of the requested ten years) and are working to produce the earlier 6 years.*
  - *Explained historical record-keeping issues, account transfers between the tax account and general fund, and partial application of funds (example: transfers that don't line up exactly with invoice totals leading to reconciliation gaps).*
  - *Requested reinstatement of funding in good faith while they continue to complete reconciliations; expressed willingness to undergo an independent third-party investigation if concerns persist, and Jason Parkins stated that the Upper Frederick Fire Company needs the aid of Upper Frederick Township in order to be financially sound.*
  - *Asked for improved, documented communication and recurring meetings with township staff (suggested weekly or monthly reconciliation meetings among the treasurer, fire company president, and township finance contact).*
  - *Emphasized there is currently no suspension of emergency response services; mutual aid remains in place.*
- *Township response and board discussion:*
  - *Township representatives confirmed the township requested ten years of itemized tax-account records on December 23rd; four years have been delivered to date. The request was made to follow 2nd Class Township Code which requires this reporting every year or calls for suspension in funding.*
  - *Board members emphasized legal obligations under Second Class Township code to receive itemized tax-account expenditures and expressed concern about outstanding documentation prior to current administrations.*
  - *Township staff explained that while funding was described as suspended in public discussion, there is currently no pass-through (tax) money being held back in a way that would immediately stop services; the board requires satisfactory reconciliation before formally releasing or reinstating future disbursements.*
  - *Board and fire company agreed to formalize recurring reconciliation meetings and to prepare a documented status report year-by-year (2025 down to older years) listing what has been provided and what remains missing.*
  - *Both sides agreed on improving transparency and communication (e.g., timely emails when documents are submitted and allowing 72 hours for review rather than declaring items complete immediately before a meeting).*
  - *Discussion of possible criminal complaint process: fire company indicated willingness to have authorities investigate if allegations of fraud exist following reconciliation; residents suggested taking allegations to the DA if warranted.*

MEETING MINUTES

- Approval of the BOS February 04, 2026, Reorganizational Meeting -*Meeting Minutes Approved with a vote of 3-0.*

REPORTS

Treasurer's Report/Bills to be paid - *Treasurer's report: Year-to-date revenues 9.3% and expenditures 8.9%; bills list approved for $85,623.29 (includes $5,550 pay-ahead for salt).*

Emergency Services

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

- *Pennsylvania State Police: 21 calls in January (mostly alarms, welfare checks, minor accidents).*
- *Plymouth Community Ambulance: 31 calls in January; 18 calls to Frederick Living where the Fire Marshal identified several false alarms and issued a notice of violation; coordination with Frederick Living is ongoing.*
- *Frederick Fire Company (monthly activity): 16 calls total in January, 10.7 in-service hours, 389.5 volunteer hours for the month; trainings and upcoming community events discussed; requested board approval for company events not yet approved.*
- *Fire Marshal: Responded to recent incidents, conducted two investigations for January fires, operated Emergency Operations Center during the snow event, issued notice of violation to Frederick Living.*

Water/Sewer Plant Report: Perkiomen Crossing & Ivy Ridge -*No report received, no issues at the plants reported*

Public Works/Road Report

Public Works: Completed park wayfinding markings and new benches; conducted winter maintenance and trail snow clearing (parks not maintained in winter; caution advised); equipment maintenance after extended plowing operations. Board of Supervisors thanked the public works department and all emergency personnel that played a role in the snow emergency.

Civil Engineer's Report

Civil Engineer (LTL): Provided updates on subdivision reviews, including Big Road subdivision review (applicant requested additional time to respond to review letter); Three Dogs development progressing with building construction and erosion controls functioning despite frozen pond.

Building Inspector and Zoning Report/ZHB

- *1847 Berkingville Road: ongoing enforcement; new attorney representing property owner; power/connectivity to property under review.*
- *1732 Becker Road, 2746 (road): site inspections pending snow melt for on-site visits and slope/stabilization review.*

CPVRPC -*No Report received*

Parks & Recreation Board

Community Day: Planning underway for September 26, 2026 (last Saturday in September). Confirmed participants include Jeff Stat helicopter and possibly the sheriff's EOD dog team. Parks & Rec and event committees are tuning the event to increase community appeal and engagement.

BUSINESS BEFORE THE BOARD

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

      Ordinance 2026-02: Use regulation amendments (residential) — approved for advertisement; to be submitted to Montgomery County for review and proceed through formal adoption process.

    - Review of the proposed Portnoff contract and vote to enter contract
    - Approval of Resolution 2026-02 – Delinquent property tax handling change
    - Approval for Advertising Ordinance 2026-03 – Fee structure for Solicitor collection of estate tax collection and delinquent service accounts

      All Three Portnoff Actions were tabled after raising questions about some of the terms in the contract, with manager and solicitor to get answers to those questions.

    - Approval for Advertising Ordinance 2026-04 – Tax round to match Montgomery County

      Approved for advertisement with a vote of 3-0.

    - Report from manager on salt supply and 2026/2027 winter contracts

      Salt procurement & winter preparations:
        - *Township faced supply issues after January storm. Contracter Morton Salt failed to fully deliver (100 of 200 tons delivered); township purchased 30 tons from local source at higher cost.*
        - *The township filed for reimbursement under the contract clause requiring Morton to cover delivery shortfalls and is coordinating with the Montgomery County Consortium to pursue legal action.*

- *For future seasons: plan to contract with two suppliers (state contract and consortium contract) to provide redundancies; township has large salt storage (~1,000 tons capacity) and currently holds ~130 tons.*
- *Public Works will supplement salt with anti-skid material to extend effectiveness in very cold conditions and increase traction on the roads.*

- Old Business
  - Volunteer Tax Credit Discussion – Some examples provided

-Board discussed criteria for volunteer tax credits (current policy grants credit for being an active volunteer for entire preceding calendar year). Consideration of adopting a point system or minimum activity thresholds (including recognition for officers and administrative officers). Board requested county volunteer credit criteria from the fire service to align local program and avoid duplication, item tabled pending receipt of county criteria.

UPCOMING MEETINGS

Parks & Rec Board – 2/17/2026 at 7:00 pm
Planning Commission Board – 2/19/2026 at 7:00PM
Open Space – 02/19/2026 at 7:00PM
BOS Workshop Meeting – 03/04/2026 at 7:00pm
BOS Business Meeting – 03/11/2026 at 7:00pm

ANNOUNCEMENTS

-None

Adjournment *-Meeting was adjourned at 8:31pm with a 3-0 vote.*

ATTEST:

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Aaron Walizer, Manager

BOARD OF SUPERVISORS
UPPER FREDERICK TOWNSHIP

Signed Copy On Record

_____
William Landman, Chairman

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Elizabeth Fischer, Vice Chairman

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William Karaffa, Member