UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
Business Meeting - March 11, 2026 - 7:00 PM

Minutes

Executive Summary:
The meeting opened with the Pledge of Allegiance and noted a delayed start due to an earlier executive session for a legal matter. The Manager reported revenues slightly ahead year-over-year largely from building permits, expenditures are slightly under budget, and the bills list totaling $92,095.96 was approved with a vote of 3-0. Public safety updates: PA State Police logged 22 calls, Plymouth Ambulance responded to 23 calls (13 to Fred Living), and the fire company reported 17 calls, extensive volunteer training hours, upcoming events, and an EOC grant application for a touch-sensitive whiteboard and TV. Public Works, engineering, and code enforcement provided updates on road and park maintenance, active subdivisions (Big Road, Three Dog), and multiple property compliance issues including a site with burning/vehicle/stormwater concerns that will receive a violation notice. The board approved advertising agricultural use regulation amendments, the volunteer tax credit and tax rounding ordinances, allocation for a backhoe grant, a volunteer credit list, the fire company events list, the 2025 auditor engagement, a garage construction contract, and two volunteer appointments with 3-0 votes.

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

- Call to Order -*occurred at 7:10pm, slight delay for executive session announced below*
- Pledge to the Flag

REGULAR MONTHLY MEETING

- Executive Session Held March 11, 2026 -*Announced at meeting and covered a legal issue*
- Public Comment Period -*No public comment was made*

MEETING MINUTES

- Approval of the BOS March 04, 2026 *Motion to approve — passed by unanimous vote.*

REPORTS

Treasurer's Report/Bills to be paid

- *Year-to-date revenue is approximately $5,000 above last year, largely due to building permit activity (building permits up ~400% from last year).*
- *Open space revenue has started to come in and is being separated into its own account.*
- *Expenditures are at ~14.8% of budget (2 months in) vs. expected ~16% — slight underrun; last year had atypical large road supply bill affecting comparisons.*
- *Bills for February total $92,095.96 (including $2,820 prepaid) — board approved payment 3-0.*

Emergency Services

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

- *PA State Police: 22 calls for service in Upper Frederick during the month, mostly patrol checks and one accident — relatively quiet month.*
- *Plymouth Ambulance: 23 calls for service; 13 to Fred Living.*
- *Fire Company (Chief Doug Cannon): 17 calls in February, 33 year-to-date. Volunteers logged 1,111 hours (training, classes, meetings, public education, admin). Upcoming events include an Easter flower sale (April 3–4) and a partnership meal with St. Luke's Church; ongoing Firefighter I and instructor certification classes and hazmat refresher completed. Cub Scout first-aid merit badge event noted.*
- *Fire Marshal (Nate): Responded to three incidents including a dwelling/barn fire on Snyder Road; applied for county EOC grant (~$2,800) for a touch-sensitive whiteboard and TV to improve Emergency Operations Center capabilities — application submitted.*
- *Board discussed outreach/support for residents affected by the barn fire and thanked mutual aid companies.*

Water/Sewer Plant Report: Perkiomen Crossing & Ivy Ridge -*Nothing to report operating normally*

Public Works/Road Report

- *Ongoing roadside work: swale and ditch work on Yost Road; parks prepared for spring; road supplies being gathered for pothole repairs; equipment maintenance (loader skid plates, F-350 service).*
- *PennDOT contacted regarding yield sign/size restrictions issue on Neiffer Road; Don Centerfonte to verify signage and report back.*

Civil Engineer's Report -*Big Road Subdivision progressing; re-letter issued and anticipated PC appearance in March. Three Dog buildings underway (building code oversight).*

Building Inspector and Zoning Report/ZHB

- *Multiple active property matters — 1847 Perkinsville Road (owner with multiple attorneys; utility/energy provider confusion involving a PICO sticker), 1732 Becker Road showing progress, 2746 Yost Road (grading/stabilization and manure pile issues — progress noted but*

site is muddy; further grading/stabilization required and possible DEP involvement if manure issue persists).

- *3415 South Station Road: New addition/vehicle storage and property issues (burning tires, stormwater run-on to neighbor) — John preparing a violation notice to be issued imminently (expected next day or Friday).*

CPVRPC

- *Aaron attended Delaware Valley Regional Planning Commission symposium on data centers (with Chester and Montgomery planning commissions and state senators).*
- *Discussion on potential municipal responses to data center applications: potential studies for air emissions/particulate matter, protections for natural resources, and zoning/use regulation language. Aaron to work with Vicki over next month on proposed zoning/use changes to better address potential data center applications.*

Parks & Recreation Board

- *Parks & Rec has four members (seeking a fifth), elected a new chair. Discussing possible park improvements including pickleball and basketball courts and programming (seasonal events, community partnerships).*
- *Aaron working on grant opportunities to support park improvements; next Parks & Rec meeting scheduled 3-17-26 at 7 p.m.*

Open Space

- *Committee met and elected a co-chair; working on an open space handbook and criteria for property evaluations; meets third Thursday monthly; still seeking one additional member.*

BUSINESS BEFORE THE BOARD

- New Business
    - Approval for Advertising of Ordinance 2026-03 – Use Regulation Amendments (Agriculture) -*Advertising approved for Ordinance 2026-03 with 3-0 vote (agriculture use regulations) — solicitor to make revisions from workshop review.*

    - Approval for Advertising Volunteer Tax Credit Ordinance 2026-05 to match the county -*Volunteer tax credit ordinance being aligned with county reporting (township remains 20% tax credit cap) — advertising approved with 3-0 vote.*

    - Approval of Tax Rounding Ordinance 2026-04 – Match the county process to ensure correct audit (49 cents and less rounds down, 50 cents and up rounds up) -*Tax rounding ordinance 2026-04 adopted to match county rounding rules with 3-0 vote.*

- Approval of Resolution 2026-02 – Allocating from the General Fund in the amount of $144212.40 for the new Backhoe (Grant received to Reimburse after purchase) - *Resolution 2026-02 approved to allocate general fund funds for backhoe purchase ($144,450) pending state contract and reimbursement process, vote of 3-0.*

- Approval of list of volunteers eligible for the 2025 Volunteer Tax credit -*Approved list of volunteers for 2025 tax credit (total $1,550.71) with 3-0 vote.*

- Approval of the events list for the Upper Frederick Fire Company -*Approved by vote of 3-0.*

- Approval of Robert Bezgin CPA for 2025 audit at the price of $6,750.00 -*Approved with vote of 3-0.*

- Approval of awarding "Shirk" the contract for the additional garage with a not to exceed amount of $111,250.00 -*Approved with vote of 3-0 with a not to exceed amount of $111,250.00.*

- Review of volunteer board applications of Todd Ferrence (ZHB) and Sid Palmer (Open Space) -*Both Volunteers appointed with votes of 3-0.*

- Old Business
  - None

UPCOMING MEETINGS

Parks & Rec Board – 3/17/2026 at 7:00 pm
Planning Commission Board – 3/19/2026 at 7:00PM
Open Space – 03/19/2026 at 7:00PM
BOS Workshop Meeting – 04/01/2026 at 7:00pm
BOS Business Meeting – 04/08/2026 at 7:00pm

ANNOUNCEMENTS

-None

Adjournment -*Meeting Adjourned at 7:54pm*

ATTEST:

BOARD OF SUPERVISORS
UPPER FREDERICK TOWNSHIP

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Signed Copy On Record

Aaron Walizer, Manager

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William Landman, Chairman

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Elizabeth Fischer, Vice Chairman

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William Karaffa, Member