UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
Business Meeting – May 13, 2026 - 7:00 PM

Minutes

Executive Summary:
The Upper Frederick Township Board of Supervisors reviewed routine monthly reports, approved prior minutes and bills, and received updates on emergency services, public works, code enforcement, parks and recreation, open space, and engineering matters. The meeting also covered two major grant-related initiatives: a fire hydrant improvement project for Perkiomenville Crossing and a county parks/open space grant proposal to remove an unusable house and replace it with recreational amenities.

Attendance: Chairman William Landman, Vice-Chairman Lisa Fischer, Supervisor William Karaffa, Township 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

- *An executive season was announced for the discussion of legal matters*
- Public Comment Period -*There was no public comment*

MEETING MINUTES

- Approval of the BOS May 6, 2026 Meeting Minutes -*The previous meeting minutes were approved 2-0*

REPORTS

Treasurer's Report/Bills to be paid

- *Township revenues are slightly ahead of the same point last year, attributed in part to strong tax collection.*
- *Expenditures are at approximately **25.6%** of budget through the first third of the year, which is under last year's pace.*
- *Overall financial performance for the year-to-date was described as positive*
- *Bills list in the amount of $120,149.69 was approved 2-0.*

Emergency Services

PA State Police Report -*There were 39 calls for service over the last month with the majority for traffic stops and traffic enforcement*

Plymouth Community Ambulance -*There were 28 calls for service with 10 calls to Frederick Living*

Fire company activity, current events -*There was no one present to present the Upper Frederick Fire Company Report, the submitted report showed 9 calls for service with 5 of those calls in Upper Frederick Township*

Fire Marshal's Report

Nate DiDonato reported on several follow-ups:

- *Regarding the Perkiomenville bridge replacement, he asked the county about whether the new bridge could affect the generating station evacuation route; he is awaiting a response.*
- *PennDOT confirmed the bridge's maximum weight rating will be 80,000 pounds, and that information was forwarded to emergency services.*
- *The April burn ban was lifted, and no issues occurred during the ban.*
- *He continues to follow up on the county EOC grant.*
- *Residents were reminded to follow township open burning regulations as warmer weather begins.*

Water/Sewer Plant Report: Perkiomen Crossing & Ivy Ridge -*Sewer and water plants are performing to standard. There will be new water movement pumps installed to help mitigate mosquitos and meet county requirements for standing water.*

Public Works/Road Report

- *Public Works was recognized for completing the meeting room renovation in-house, saving the township a significant amount of money.*
- *Staff have also been preparing the site for the new pole barn project that was previously approved at $96,000, again saving money for the township*
- *Road mowing is expected to begin within one to two weeks, with three cuts planned for the year.*
- *Park mowing has already begun as grass growth has increased.*

Civil Engineer's Report

- *LTL submitted its updated May engineering report.*
- *The main activity noted was the Big Road subdivision, which has been discussed with the Planning Commission and the Board regarding review comments and waiver requests.*
- *The developer is expected to revise and resubmit the plan.*

- *3 DOG is moving forward and is being praised for maintaining its site well, including planting trees early rather than waiting until the end of construction.*

Building Inspector and Zoning Report/ZHB

- ***1847 Perkinsville Road**: The property owner has retained an attorney; progress remains limited.*
- ***1732 Becker Road**: The owner received a notice of violation for the garage and has begun cleanup work; township staff will continue monitoring progress.*
- ***Youngstown** property: A notification letter was sent, but the township has not yet received a response.*
    - ***3415 Salford Station Road**: Citations were issued, a cease-and-desist was issued, and a complaint was filed with DEP. The township remains concerned about the site.*
- ***1646 Gravel Pike**: A notice of violation was issued and the matter is just beginning.*

CPVRPC / Planning Commission -*Meeting to occur at Lower Frederick Township on May 14 2026 (Tomorrow)*

Parks & Recreation Board

- *Work continues on tasks for Community Day on September 26, 2026.*
- *The first Yoga in the Park class was held two weekends prior; about 9 people attended despite cool weather.*
- *Grass cutting by township staff helped provide a usable area for the class.*
- *Tracy plans to do a walk-through with the Board about a half-hour before the next Parks and Rec meeting so residents can raise concerns or ask questions.*

Open Space Committee

- *The Open Space Committee is still developing its plan.*
- *The group is working on a grading rubric for property selection.*
- *They were invited to attend the Lower Frederick Open Space Committee meeting to compare grading and planning practices.*

BUSINESS BEFORE THE BOARD

- New Business
    - Discussion on the Perk Crossing Fire Hydrant Improvement Grant/Project
    - Approval of the Request For Proposals (RFP) for the Perk Crossing Fire Hydrant project

- *The Board discussed a long-running fire hydrant water flow problem in Perkiomenville Crossing.*
- *In 2023, a study by Spot Stevens and McCoy identified project options to raise hydrant flow to meet national firefighting standards.*

- *The township received a $200,000 state grant, and the grant contract was finalized in late April 2026.*
- *The next step is issuing a request for proposals (RFP) for a design-build project.*
- *The selected concept is an underground cistern on the upper half of the development on Buck Road.*
- *Township leaders emphasized that the process will include collaboration with the HOA and residents through meetings and likely town halls.*
- *The project is intended to increase hydrant performance to 1,500 gallons per minute for up to two hours.*
- *The Board approved the request for proposals for the project 2-0.*
- *When asked about timing, the estimate was at least two years because of design, permitting, and integration with the existing water system.*

    - Update on County Parks/Open Space Grant

- *The township submitted a county grant application for park improvements by the March 2 deadline.*
- *The county has responded with five or six questions and minor modification requests, and communication has been positive.*
- *The proposal would remove the unusable house on the property and replace it with:*
    - *a basketball court,*
    - *two pickleball courts,*
    - *a rain garden with a memorial plaque,*
    - *and possibly a name such as "Schoolyard Courts" to preserve the site's history.*
- *The house was described as having multiple severe issues, including foundation, electrical, sewer, and water problems.*
- *The grant decision is expected around July 2026.*

- Old Business
    - Ordinance 2026-07 EAF Adjustment Amendment – Update, Approval in June

- *This ordinance is intended to help guide future land development in the township.*
- *The purpose is to account for the township's difficult drainage and geography, including high water-table and rocky conditions.*
- *It was presented as an informational update rather than a vote at this meeting.*

    - Ordinance 2026-08 Landscaping Amendment – Update, Approval in June

- *Final edits are being completed before advertisement and possible approval in June 2026.*
- *Key components include:*
    - *automatic adoption of the state invasive species list,*
    - *stronger protection for wooded areas,*

    - *and a strengthened tree replacement requirement when trees are removed for development.*
- *The goal is to preserve the township's rural and wooded character while providing clearer development standards.*

Additional Public Comment:

Fire Company Audit / Missing Funds Question

- *A resident asked about an apparent $95,000 audit issue.*
- *The Board replied that it is still in progress and that there is currently work being performed to create the legal agreement for the audit.*

Election and Community Donation Reminder

- *Residents were reminded that Tuesday is primary day and were encouraged to vote.*
- *The township is partnering again with Preston's Pantry in Boyertown to collect non-perishable food and pet food donations.*
- *A donation box from Preston's Pantry was already placed at the township office and could be taken to the polls.*
- *The flag recycling box is currently full, and the township plans to contact a local VFW to arrange pickup.*

UPCOMING MEETINGS

Parks & Rec Board – 5/19/2026 at 7:00 pm
Planning Commission Board – 5/21/2026 at 7:00pm
Open Space – 05/21/2026 at 7:00pm
BOS Workshop Meeting – 06/03/2026 at 7:00pm
BOS Business Meeting – 06/10/2026 at 7:00pm

ANNOUNCEMENTS

- Yoga in the Park the First and Last Saturday of each month, see our Facebook to signup

Adjournment -*The meeting was adjourned at 7:32pm*

ATTEST:

BOARD OF SUPERVISORS
UPPER FREDERICK TOWNSHIP

_____
Aaron Walizer, Manager

Signed Copy On Record
_____
William Landman, Chairman

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Elizabeth Fischer, Vice Chairman

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William Karaffa, Member