UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
Business Meeting – June 10, 2026 - 7:00 PM

Minutes

Executive Summary:
The Board of Supervisors reviewed routine township business, including approval of prior minutes, monthly bills, departmental reports, and several ongoing land use and code enforcement matters. Major highlights included a $227,694 county grant award for Friendship Park improvements, an upcoming switch in online utility payment processing from Express Bill Pay to Casselle, and continued progress on public works, emergency services, and enforcement cases.

Attendance: Chair William Landman, Vice-Chair Lisa Fischer, Member William Karaffa, Township Manager Aaron Walizer, Solicitor Vicki Kushto, Engineer Norm Urlich

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

REGULAR MONTHLY MEETING

- Public Comment Period -*There were no public comments*

MEETING MINUTES

- Approval of the BOS May 13, 2026 and June 3, 2026 Meeting Minutes -*Both minutes approved with votes of 2-0 with 1 abstention each for meetings that were missed by Mr. William Landman and Lisa Fischer*

REPORTS

Treasurer's Report/Bills to be paid

- *Approved payment of monthly bills totaling $86,791.56 with a vote of 3-0*
- *Treasurer's report indicated revenues remain on track for this point in the year, while expenditure is running below last year's pace, partly because of a large road project payment made early last year.*

Emergency Services

PA State Police Report

- *Reported 35 calls for service in Upper Frederick during the month, about one per day.*

- *Traffic enforcement calls decreased from the prior month.*
- *Welfare checks were a notable call type and continued to bring a visible officer presence into the township.*

Plymouth Community Ambulance

- *Responded to 33 calls in the township for the month.*
- *21 of those calls involved Frederick Living.*
- *Year-to-date, Frederick Living accounts for roughly 57% of all EMS calls for Plymouth Ambulance.*

Fire company activity, current events

- *May total: 9 calls.*
- *Call types included an electrical fire outside a residence, woods/fields fire, another cardiac arrest, medical injury/trauma incidents, motor vehicle accident response, and 3 false alarms.*
- *Year-to-date calls: 71.*
- *Year-to-date volunteer hours were reported as 3,873.*
- *Fire company members are preparing for a yard sale at Green Lane Park on 6/27/26 and noted three students completed Firefighter 1 training and are now county/state certified: Justin Minkin, Jack Ford, and Jackson Canon.*
- *The planned 75th anniversary banquet remains on hold due to budget shortfalls, but a free venue and food offer from Gail and Rick Buckman at Spring Mount made the event feasible again, along with donations from residents.*

Fire Marshal's Report

- The department is working on the Three Dogs garage project on Big Road, including complaints, driveway access concerns, and emergency access planning.
- Grant-funded equipment has begun arriving, including a new whiteboard, in/out board, television, and other items for the Emergency Operations Center.

Water/Sewer Plant Report: Perkiomen Crossing & Ivy Ridge

- All plants are operating normally with no reported issues.
- A pump previously discussed was ordered and received; it will help with mosquito control and water movement in treatment tanks.
- Sewer plant permits are due for renewal on a five-year cycle; the township solicited engineering bids and selected the lowest bidder to keep the NPDES permit renewal process moving on time.

Public Works/Road Report

- *Crews completed the first round of road mowing and have drawn both compliments and complaints from residents.*

- *Seasonal summer help was rehired, including Ryan, who worked well last summer and is assisting with mowing tasks at parks.*
- *Ongoing work included base/road repairs, shoulder and inlet repairs, and in-house site preparation for the new pole barn to save township money.*
- *Equipment repairs included mower service and transmission work on the Dodge 5500.*
- *The pole barn is expected to begin construction in July or August, though no exact date has been set. The design was revised so the new structure will tie into the existing end, creating one larger bay and additional covered storage space.*

Civil Engineer's Report

- *LTL's June engineering report was distributed to the township.*
- *The Frederick apartment project was highlighted as a new item; it is expected to be discussed at the Planning Commission meeting in June.*
- *The Frederick Living Campus Expansion will be removed from future reports because the approved plan is no longer moving forward due to market changes.*
- *The township continues monitoring the Three Dogs project with weekly progress reports.*

Building Inspector and Zoning Report/ZHB

- *Attempts to contact the property owners at Yost Road were unsuccessful despite calls and emails.*
- *The township was advised to speak with the property owner's attorney regarding 1847 Perkiomenville Road.*
- *1732 Becker Road is slowly moving forward; the property owner is making progress, though very slowly.*
- *For 3415 Salford Station, EPA action is limited because access to the property could not be obtained; LTL set a court date for Thursday, June 25 at 10:00 a.m. and also continued trying to secure access for a site visit.*
- *For 1646 Gravel Pike, LTL is waiting on the certified notice of violation; if unresolved, the property will be posted and citations will be prepared and filed.*

CPVRPC / Planning Commission

- *The main topic was data centers; the county issued a template, and discussion focused on managing that issue.*
- *Continued attention is being paid to noise, air pollution, and other impacts related to the Frederick project.*

Parks & Recreation Board

- *The department is actively preparing for Community Day and is seeking non-fee vendors for the event, scheduled for September 26, 11:00 a.m. to 4:00 p.m.*
- *Two new programs, Yoga in the Park and Walks in the Park, are gaining traction, with yoga showing especially strong participation.*

Open Space Committee

- *The committee has been reviewing and narrowing down key points for a grading rubric based on examples from multiple municipalities.*
- *No emails have been sent yet.*

BUSINESS BEFORE THE BOARD

- New Business
    - Xpress Billpay and Caselle Discussion

- *The township is transitioning away from Xpress Bill Pay because of a change in its relationship with Casselle the townships system.*
- *Casselle has developed its own in-house payment solution, and the township plans to move utility online payments there in the next couple of months.*
- *The new system will preserve current functionality, including auto-pay, payments by e-check or credit card, and maintain a similar fee structure.*
- *A notable improvement is that residents with accounts will be able to view their full billing history, including prior payments that were processed through Express Bill Pay because those transactions already feed into Casselle's system.*
- *The township will notify residents through future bills and possibly an additional mailer.*

- Old Business
    - Update on the County Grant Application for Friendship Park

- *The grant was submitted in March and recently awarded at 93% of the requested amount, totaling $227,694.*
- *Township staff will perform demolition work on the house currently on the site to satisfy the local match requirement.*
- *The township plans to preserve historical elements from the house for a future display.*
- *The project also includes improvements to the walking path: part of it will be paved into a fully ADA-accessible walking loop, and ADA-approved workstations will be added.*
- *The courts and related amenities are intended to expand access to outdoor recreation for a large regional population, with the nearest comparable pickleball and basketball facilities being several miles away.*

UPCOMING MEETINGS

Parks & Rec Board – 6/16/2026 at 7:00 pm
Planning Commission Board – 6/18/2026 at 7:00pm

Open Space – 06/18/2026 at 7:00pm
BOS Workshop Meeting – CANCELLED FOR 4th of JULY
BOS Business Meeting – 07/08/2026 at 7:00pm

ANNOUNCEMENTS

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

Adjournment -*Meeting was adjourned at 7:24pm*

ATTEST:

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Aaron Walizer, Manager

BOARD OF SUPERVISORS
UPPER FREDERICK TOWNSHIP

Signed Copy On Record
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William Landman, Chairman

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Elizabeth Fischer, Vice Chairman

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William Karaffa, Member