UPPER FREDERICK TOWNSHIP BOARD OF SUPERVISORS
Workshop Meeting – August 5th, 2026 - 7:00 PM

Minutes

Executive Summary: The Board of Supervisors Workshop discussed the Township's FY2027 initial budget challenges, equipment replacement needs, and planned stormwater (swale) improvements; the Board also appointed four volunteers to various township volunteer committees and adopted three ordinances 2026-03, 2026-04, 2026-05.

Attendance: Vice Chair Lisa Fischer, Member William Karaffa, Township Manager Aaron Walizer, Solicitor Vicki Kushto

- Call to Order -*Meeting was called to order at 7:02pm*
- Pledge to the Flag

REGULAR MONTHLY MEETING

- Executive session announcement – Legal Matter
- Public Comment Period -*There were no public comments at this section.*

MEETING MINUTES

- Approval of the BOS July 8th, 2026 Meeting Minutes -*Past meeting minutes approved with 2-0 vote*

BUSINESS BEFORE THE BOARD

- New Business
    - Fiscal Year 2027 Initial Budget Presentation

- *Purpose and context*
    - *Aaron presented a high-level first draft of the FY2027 budget and highlighted a projected deficit driven primarily by required equipment replacements and rising costs across municipal services.*
    - *He noted the township uses multi-fund accounting but operates mainly from the General Fund; audits for the last four years passed with no state questions.*
- *Key priorities for FY2027*
    - *Equipment replacements: total estimated need = $439,000.*

        - *Major items: two trucks (an F-350 and an F-750) and two commercial mowers (60-inch and 72-inch). Trucks have high mileage (over 125,000 miles); mowers exceed 3,500 runtime hours.*
        - *Expected resale value from old trucks ~ $45,000; expected repair cost reductions ~ $25,000 annually, bringing the net deficit attributable to equipment to approximately $290,000.*
    - *Stormwater (swale) improvements across the township to reduce flooding and better identify needs for future road projects.*
    - *No major road project planned for FY2027 to preserve budget capacity for equipment and to allow Liquid Fuels fund reserves to rebuild.*
- *Revenues and funds*
    - *Top-line revenue has been essentially flat (approx. $1.45–$1.5M), with a notable one-time increase in FY2027 due to a $227,000 county grant for sports courts.*
    - *Township experienced a decline in assessed property values (an $8M drop in a recent year), which reduces millage-derived revenue; population growth and earned income tax base remain stagnant.*
    - *Liquid Fuels Fund projection: ~ $470,000 at the end of FY2027 (noted that Faust Road project cost the township ~$730,000 for the second half and ARPA funds were used to cover part of that).*
    - *ARPA funds and prior-year revenues were not included in current revenue lines; ARPA allocation discussion referenced as historically used.*
- *Cost and long-term considerations*
    - *Aaron emphasized there has been no tax/millage increase since fiscal 2010 (16 years). He illustrated that incremental annual increases would have yielded substantially more revenue (example: 5% yearly would have raised millage to ~3.84 vs current 1.62 and generated roughly $380,000 more annually).*
    - *Proposed approach: alternate years between equipment purchases and road projects (leapfrog schedule) to stabilize capital needs and Liquid Fuels reserves.*
    - *Next steps: Aaron will develop 4–5 budget solution options, consult with the township manager (Linda) and produce a fuller draft for the September presentation. Planned timeline: budget presentation at a September business meeting (not the Sept 2 workshop if that conflicts with Labor Day weekend), refinement in October/November, finalization in early December.*
- *Road condition and maintenance*
    - *Current overall road condition described as "good"; Faust Road was the last major problem recently addressed.*
    - *County paving planned for some roads (late August–September) which will assist.*
    - *Staff will develop a formal road-grading/inventory system (by condition) to prioritize and justify road projects; swale work will help identify locations requiring drainage and road repairs.*
    - *Typical full repave cost estimated around $1M per mile (speaker noted roughly 1–1.2 mil per mile to fully repave, with cost pressure due to asphalt/oil price increases).*

- Review of New Volunteer Board Submissions

- *Four volunteers were considered (submitted via a Facebook call for volunteers). The Board appointed the following with a 2-0 vote:*
    - *Tom Ditzler — Zoning Hearing Board (coming from Planning Commission)*
    - *Patrick Dunham — Parks & Recreation Committee (applicant had indicated interest in Open Space but Parks & Rec was judged a better fit)*
    - *Wayne Dubs — Open Space Committee*
    - *Mher Michael Vartanian — Zoning Hearing Board alternate (construction background; appointed as alternate)*

- Old Business
    - Approval of Ordinance 2026-03 – Environmental Adjustment Factors

- *Purpose: update adjustment factors to account for natural features, increase transparency on property use, and protect township natural resources.*
- *The ordinance had PC (Planning Commission) and county planning commission recommendations and had been advertised; it was adopted after confirming no public comment.*
- *Ordinance Approved 2-0*

    - Approval of Ordinance 2026-04 – SALDO Landscaping Amendment

- *Purpose: strengthen tree replacement requirements and forestry provisions, add checks and balances to clear-cutting practices while still allowing property owners to harvest timber reasonably.*
- *The ordinance was advertised, recommended by Planning Commission, and adopted after confirming no public comment.*
- *Ordinance Approved 2-0*

    - Approval of Ordinance 2026-05 – Data Center Ordinance

- *Purpose: establish zoning/use standards for data centers to avoid regulatory gaps and set conditions for land development and site operations.*
- *Key provision discussed: decommissioning and financial security*
    - *Applicants must provide a decommissioning cost estimate prepared by a qualified professional covering removal of computing equipment, generators/fuel tanks, electrical infrastructure, cooling systems, specialized structural components, hazardous materials disposal, and site stabilization.*
    - *The township may require the estimate to be updated every 3 years and will have the authority to have an independent review by the township engineer to validate the applicant's estimate.*
- *The ordinance has been advertised and published; recommended by the Planning Commission, and adopted after confirming no public comment*
- *Ordinance Approved 2-0*

UPCOMING MEETINGS

Board of Supervisors Business Meeting – 08/12/2026 at 7:00 pm
Park and Rec Board – 8/18/2026 at 7:00PM
Planning Commission – 8/20/2026 at 7:00PM
Open Space Committee – 8/20/2026 at 7:00pm
Board of Supervisors Workshop Meeting – 09/02/2026 at 7:00pm

ANNOUNCEMENTS

- Yoga in the Park the Last Sunday of each month, see our Facebook to sign up
- Community Day is September 26th, 2026, from 11am to 4pm and we are looking for vendors

Adjournment: -*Meeting was adjourned at 7:34pm*

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