UPPER FREDERICK TOWNSHIP
BOARD OF SUPERVISORS - Workshop Meeting
September 2nd, 2026 - 7:00 PM

Minutes

Executive Summary:
The Board of Supervisors held a workshop meeting on September 2, 2026 to address unresolved accounting concerns involving the Upper Frederick Fire Company and to consider authorizing advertisement of Ordinance 2026-06 (creating a new Chapter 15: Fire Company) to strengthen financial reporting and related rules going forward. Public comment focused on the failed proposed forensic audit, past discrepancies totaling approximately $85,000, operational impacts on the fire company, and requests for additional dialogue before final adoption.

Attendance: Chair William Landman, Vice-Chair Lisa Fischer, Member William Karaffa, Solicitor Vicki Kushto

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

REGULAR MONTHLY MEETING

- Executive session announcement – *The Board of Supervisors met to discuss a Legal Matter*
- Public Comment Period -*held for later in the meeting*

MEETING MINUTES

- Approval of the BOS August 12th, 2026 Meeting Minutes -*Tabled until Sept. 9 2026*

BUSINESS BEFORE THE BOARD

- New Business
    - Fire Company Discussion

Overview from read Statement:

- *The township stated it identified at least 16 discrepancies (earlier reported numbers had varied) involving approximately $85,000 in taxpayer-funded transactions over roughly a 10-year span. Discrepancies included missing transaction histories, transfers between accounts, mismatched dates/amounts, and township checks that could not be traced.*

- *The township did not allege theft, and noted the discrepancies could stem from poor accounting practices.*
- *To clarify past transactions the township retained an independent accounting firm with forensic experience, but the audit did not proceed because the fire company and the township could not agree on audit terms.*
- *The Board emphasized they retain legal and ethical duties to account for public funds under Pennsylvania's Second Class Township Code, and that an ordinance can govern future conduct but cannot resolve past discrepancies.*

- Authorize Advertisement of Ordinance 2026-06 creating a new Chapter 15 Providing regulations for fire companies

Ordinance Overview from Solicitor Kushto:

- *Proposed Ordinance: 2026-06 creates Chapter 15: Fire Companys.*
- *Key provisions described:*
  - *Definitions and authorized duties/permitted activities of the fire company.*
  - *Control of equipment and funds, annual financial reporting of appropriations and disbursements.*
  - *Provisions regarding interference with fire suppression forces.*
  - *Process for delinquency of fire service (establishment of a fire board if service becomes delinquent).*
  - *Municipal liability, violations and penalties, and a savings clause.*
- *Timeline: If authorized for advertisement this evening (motion passed), the ordinance would be posted on the township website and the Board would consider adoption at a special meeting scheduled for Monday, September 14, 2026, at 5:00 p.m. There will also be opportunities for public comments and questions at the September 9, 2026, business meeting at 7:00 p.m.*

Public Comments:

There were Questions raised about the failed audit and sticking points between the township and fire company attorneys:

- *It was repeatedly reported that the parties "could not come to terms" on the audit agreement. The township's attorney (Ms. Kushto) and township supervisors identified three principal sticking points in negotiations:*
  1. *The Fire Company proposed a dollar floor/cap: the auditor would not be permitted to review transactions below a $1000.00 dollar threshold. The township felt this restriction would prevent the audit from being thorough as many transactions were under this threshold and audits should include all transactions.*
  2. *The Fire Company wanted to limit the Scope to the tax account only, while the township wanted to allow other funds to be viewed to follow transfers from the township tax account into those other accounts where funds had been commingled inappropriately.*
  3. *The Fire Company also opposed language in the audit agreement that would have restricted social media commentary by either side that was disparaging in nature.*

- *There was a follow-up question about responsibility for paying for the audit were it was affirmed the township would pay for the audit unless there were egregious errors or criminal wrongdoing.*

Fire company finances and operations:

- *Multiple speakers from the fire company and residents voiced financial concern for the fire company as it is funded by a combination of township appropriations, fundraising, and occasional personal donations. They raised concerns of the fire company covering their own vehicle insurance of $12,000–$15,000, fuel for those vehicles, equipment costs like tires costing roughly $12,000, and some $20,000 dollars in legal fees in response to the township requested audit.*
- *The fire company claimed some tax-funded money had already been spent to cover operating expenses while the township held appropriated funds in dispute.*
- *The fire company said they provided bank statements and documentation, but the township requested bank activity records that the bank (Univest) indicated were no longer available.*

Concerns about meeting timing and transparency:

- *Several commenters (including Mr. Hanson) objected to the special meeting being set at 5:00 p.m., stating many fire company volunteers work at that hour and cannot attend. The Board replied the 5:00 p.m. time was due to scheduling conflicts and noted an opportunity to comment at the regular September 9 meeting (7:00 p.m.).*
- *Requests for more time to review the ordinance: one resident noted only seven business days to review and asked for more time before aggressive adoption.*

Requests for dialogue and partnership:

- *Several public commenters (including fire company members) asked that township officials and the fire company meet directly—without lawyers mediating—to resolve outstanding questions. One fire company member offered to provide presentations and follow funds by "each deposit, each check" if permitted across each fund.*
- *The Supervisors responded that in the case of $53,000 transaction it had been described by the fire company as one type of transaction which was later contradicted by the fire company treasurer from the time of the transaction. This created a lake of trust and the township Solicitor at this time suggested to the supervisors that an audit be carried out.*

- Old Business
    - None

UPCOMING MEETINGS

Board of Supervisors Business Meeting – 09/09/2026 at 7:00 pm
Park and Rec Board – 9/15/2026 at 7:00PM
Planning Commission – 9/17/2026 at 7:00PM
Open Space Committee – 9/17/2026 at 7:00pm
Board of Supervisors Workshop Meeting – 10/07/2026 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 -*The meeting adjourned at 7:38pm*

ATTEST:

_____
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