

UPPER FREDERICK TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING

January 3, 2023

7:00 PM

The 2023 Reorganization Meeting of the Upper Frederick Township Board of Supervisors was called to order at 7:00 PM. Attending were Ron DiFrancesco, Supervisor; Sean Frisco, Supervisor; Tracy Tackett, Township Manager and Kate Hanna, Administrative Assistant

Others in Attendance

David Hartline; Les Benzack; Wayne Dubbs; Joan Rosiak

PUBLIC COMMENT PERIOD

Mr. Frisco called for any public comments. Mrs. Rosiak inquired as to why December minutes were not posted. Mrs. Tackett explained that they will be posted after the supervisors approve them at the regular January meeting.

BUSINESS BEFORE THE BOARD

Reorganization

Mr. Di Francesco made the motion appointing Sean Frisco as temporary Chairman. Mr. Frisco seconded the motion. Motion was approved by all.

Mr. Frisco made the motion appointing Tracy Tackett as temporary Secretary. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Di Francesco made the motion appointing Mr. Frisco as Chairman of the Board of Supervisors for 2023. Mr. Frisco seconded the motion. Motion was approved by all.

Mr. Frisco made the motion appointing Mr. DiFrancesco as Vice-Chairman of the Board of Supervisors for 2023. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made the motion appointing Tracy Tackett to the position of Secretary of Upper Frederick Township. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made the motion appointing Linda Major of Major & Mastro, LLC to the position of Treasurer of Upper Frederick Township. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made the motion regarding the 2023 Board of Supervisors meeting schedule to set the first Thursday of every month at 7 PM as the work session and the second Thursday of every month at 7 PM as the regular business meeting. Mr. Di Francesco seconded the motion. Motion was approved by all.

Appointment of Township Professionals

Mr. Frisco made a motion to appoint Yergey, Daylor, Allebach, Scheffey, Picardi as Township Solicitor at rates according to their proposal for 2023. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Fox, Rothschild, LLP as Zoning Hearing Board Solicitor at rates according to their proposal for 2023. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint LTL Consultants as Township Civil Engineer at rates according to their proposal for 2023. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint LTL Consultants as the Township's Zoning Officer and Building Inspector at rates according to their proposal for 2023. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint IES Engineers as Township Water/Wastewater Engineer at rates according to their proposal for 2023. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Barb Landis as the Township's Emergency Management Coordinator for 2023 and Jared Landis as the Township's Deputy Emergency Management Coordinator for 2023. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Pat Corcoran as the Township's Fire Marshall for 2023 at the rate of \$4,000.00 as identified in the 2023 approved budget. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to appoint Berks Earned Income Tax Bureau to collect the Earned Income and Occupational Privilege Tax for the Township. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to set the hourly rate for summer help, as needed, in the range of \$16-\$20 per hour. Mr. Di Francesco seconded the motion. Motion was approved by all.

APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

Mr. Frisco made a motion to re-appoint Richard Buckman and David Hartline to the Planning Commission for a four-year term expiring December 31, 2026. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to re-appoint Kevin Murray to the Park and Recreation Board for a five-year term expiring December 31, 2027. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to Adopt Resolution 23-01 to reappoint William Kirby and Barbara Landis, alternate, to the Zoning Hearing Board for a three-year term expiring December 31, 2025. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to reappoint the following William Tray, Merrill Mest, Jackie Rhoads, Troy Armstrong, and Al Gouldy as members of the Agricultural Advisory Committee for a one- year term through December 31, 2023. Mr. DiFrancesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to reappoint the following Jack Althouse, John Neeld, Jason DeVoll, and Ray Bortz as members of the UCC Board for a one- year term through December 31, 2023. Mr. Di Francesco seconded the motion. Motion was approved by all.

Other Reorganization Items:

Mr. Frisco made a motion to authorize Township Manager as the State Association's Convention voting delegate. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to authorize attendance of Supervisors, Township Manager and Roadmaster to the State Association Convention. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to authorize Township Manager as the County Convention voting delegate. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to authorize the attendance of the Supervisors, Township Manager and Public Works Director to the County Convention. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion to approve a 5% cost of living wage increase for all full-time employees plus an additional \$0.44/hr wage increase for Public Works staff. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion regarding the 2023 mileage reimbursement rate at the rate established by the Internal Revenue Service. Mr. Di Francesco seconded the motion. Motion was approved by all.

Mr. Frisco made a motion establishing the following 2023 Holiday Schedule for non-unionized employees. Mr. Di Francesco seconded the motion. Motion was approved by all.

- Martin Luther King Day- January 16, 2023
- President's Day- February 20, 2023
- Good Friday- April 7, 2023
- Memorial Day- May 29, 2023
- Independence Day- July 4, 2023
- Labor Day- September 4, 2023
- Thanksgiving Day and Friday following- November 23rd and 24th
- Christmas Eve and Christmas Day- December 22nd and 25th.

Mr. Frisco made a motion to establish the Township Building/Office hours as follows:

- Monday-Thursday 9:00 AM to 4:30 PM

- Friday 9:00AM to 4:00 PM

Mr. Di Francesco seconded the motion. Motion was approved by all.

Fire Company Activities for 2023

Mr. Frisco made a motion to approve the following activities by the Fire Company and Fire Police for 2023:

Mr. Di Francesco seconded the motion. Motion was approved by all.

- Fire Prevention, NHUF Elementary School;
- Goschenhoppen Historians Folk Festival;
- UFFC Business meeting, second Monday of the month; Fire/Safety training, Monday evenings;
- Swamp Creek Stomp
- Upper Fredrick Township Community Day
- East Greenville Memorial Day parade;
- Old Goschenhoppen Oyster Picnic;
- St. Luke's Spring & Fall church suppers and events;
- Philadelphia Folk Festival;
- Green Lane Park Haunted Hayride;
- East Greenville Halloween Parade;
- Santa on Fire Truck and
- Other approved Township events.

Depositories

Mr. Frisco made a motion to retain the following financial institutions as depositories of Upper Frederick Township. Mr. Di Francesco seconded the motion. Motion was approved by all.

- Univest Bank as the depository of Township funds
- Victory Bank as the depository of Township funds
- Pennsylvania Local Government Investment Trust as the depository of Township funds.
- Great Eastern as the depository of Township funds

Meeting Schedule

Mr. Frisco made a motion to set the following meeting schedule for Boards and Commissions, Mr. Di Francesco seconded the motion. Motion was approved by all.

- The last Thursday of the month as the date for the Planning Commission Meeting to begin at 7:00 PM
- The first Wednesday of the month as the date for the Planning Commission Workshop to begin at 7:00 PM, if needed.
- The third Tuesday of each month, when required, as the date to conduct Zoning Hearings as needed.
- The third Tuesday of each month as the date for the Parks and Recreation Board meeting to begin at 7:00 PM The Board of Auditors will meet at % pm on January 4, 2023.

Establish Amount of Treasurer's Bond

Mr. Frisco made a motion to set the bond amount for the Treasurer at \$2 million dollars.
Mr. Di Francesco seconded the motion. Motion was approved by all.

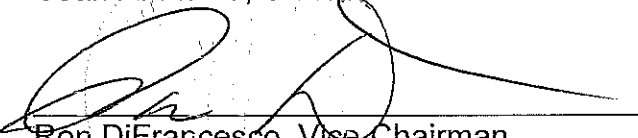
ANNOUNCEMENTS:

Board of Auditors meeting January 4, 2023 at 5 PM
Board of Supervisors meeting January 12, 2023 at 7 PM
Park and Recreation meeting January 17, 2023 at 7 PM
Planning Commission meeting January 26, 2023 at 7 PM

Mr. Frisco motioned and Mr. Di Francesco seconded to adjourn the regular meeting at 7:22 PM Motion was approved by all.



Sean A. Frisco, Chairman



Ron DiFrancesco, Vice Chairman

