

**UPPER FREDERICK TOWNSHIP**  
**BOARD OF SUPERVISORS**  
**REORGANIZATION MEETING**

**January 7, 2019**

The 2019 Reorganization Meeting of the Upper Frederick Township Board of Supervisors was called to order at 7:00 PM. Attending were Scott Rakowski, Supervisor; William Tray, Supervisor; Troy Armstrong, Supervisor and Jackie Tallon, Township Manager.

IN ATTENDANCE: Steve Heller, Roadmaster and Nelson Floyd IV, 2846 Hauck Rd.

**PUBLIC COMMENT PERIOD**

Mr. Rakowski called for any public comments. There were none.

**BUSINESS BEFORE THE BOARD**

**Reorganization**

Mr. Rakowski made the motion appointing Mr. Tray as temporary Chairman. Mr. Armstrong seconded the motion and motion was approved by all.

Mr. Rakowski made the motion appointing Mr. Armstrong as temporary Secretary. Mr. Tray seconded the motion and motion was approved by all.

Mr. Tray made the motion appointing Mr. Rakowski as Chairman of the Board of Supervisors for 2019. Mr. Armstrong seconded the motion and motion was approved by all.

Mr. Tray made the motion appointing Mr. Armstrong as Vice-Chairman of the Board of Supervisors for 2019. Mr. Rakowski seconded the motion and motion was approved by all.

Mr. Tray made the motion and Mr. Rakowski seconded to set the first Thursday of every month as a public work session. The meeting will convene at 7:00 PM. The motion was approved by all.

Mr. Tray made the motion and Mr. Rakowski seconded to set the second Thursday of every month as the Regular Monthly meeting of the Board of Supervisors. The meeting will convene at 7:00 PM. The motion was approved by all.

**Appointment of Officials**

Mr. Tray made a motion and Mr. Rakowski seconded to appoint:

- Jackie Tallon as Township Manager
- Cynthia O'Donnell as Township Treasurer.
- Susan Stehman as Bookkeeper/Billing Clerk.
- Steve Heller as Roadmaster

Ms. Tallon stated that the reappointments for Road Crew/Public Works are made in June of each year. Terms are July 1 to June 30 of each year.

Mr. Tray made the motion and Mr. Rakowski seconded the motion to:

- Appoint recycling assistance, as needed, at a rate of \$12.00/hr. and temporary road crew

members, as needed, at a rate of \$15/hr.

- Appoint LTL Consultants as Zoning Officer & Building Inspector
- Census Enumerator for the year 2019 was appointed by the Boyertown Area School District at a rate of \$1,000/year from the Township.
- Retain the services of Univest Bank as the depository of Township funds
- Retain the services of Victory Bank as the depository of Township funds
- Retain the services of Pennsylvania Local Government Investment Trust as the depository of Township funds.
- Retain the services of Great Eastern as the depository of Township funds

Mr. Tray made the motion and Mr. Rakowski seconded the motion to appoint:

- David Allebach as the Township Solicitor for at a cost of \$150.00 an hour
- Law firm of Yervey, Daylor, Allebach, Scheffey, and Picardi as the Planning Commission Solicitor at a cost of \$150.00 an hour
- LTL Consultants as the Township Civil Engineer at a cost of \$100.75 per hour for Engineer 3.
- iES Engineers as the Township Water/Wastewater Engineer at a cost of \$93.00 an hour
- Tackett Planning Services as the Professional Township Planner at a cost of \$85.00 per hour
- Reynolds, Pittner & Associates, Certified Public Accountants, to audit the books and records of the Township for the year 2019
- Berks Earned Income Tax Bureau to collect the Earned Income and Occupational Privilege Tax for the Township

Mr. Tray made the motion and Mr. Rakowski seconded the motion to appoint:

- Jeffrey Steigelmann as Emergency Management Coordinator for 2019 with Jared Landis and Barbara Landis as Committee Members
- Dennis Bolognese as Fire Marshall, setting the fire marshal's compensation at \$4,000.00 a year, for the year 2019

Mr. Tray made the motion and Mr. Rakowski seconded the motion to approve the following activities by the Fire Company and Fire Police for 2019: Parking cars at Perkiomenville Sale on Memorial and Labor Day; Fire Prevention, NHUF Elementary School; Goschenhoppen Historians Folk Festival; UFFC Business meeting, second Monday of the month; Fire/Safety training, Monday evenings; St. Luke's Spring & Fall church suppers and events; Santa on Fire Truck and other approved Township events.

Mr. Tray made the motion and Mr. Rakowski seconded the motion to approve the following:

- 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.
- Reappoint Richard Buckman to the Planning Commission for term beginning January 1, 2019 and expiring December 31, 2022
- Reappoint Joseph Buick to the Planning Commission for term beginning January 1, 2019 and expiring December 31, 2022

- The third Tuesday of each month, when required, as the date to conduct Zoning Hearings as needed
- Appoint the law firm Fox, Rothschild, LLP as Zoning Hearing Board Solicitor for the year 2019 at a cost of \$220.00 per hour.
- Reappoint Don Cabot to Zoning Hearing Board for a three (3) year term beginning January 1, 2019 and expiring December 31, 2021 (reappointment to be by Resolution.)
- Reappoint Travis Boyer as ZHB Alternate for a three (3) year term beginning January 1, 2019 and expiring December 31, 2021 (reappoint to be by Resolution.)
- The third Tuesday of each month as the date for the Parks and Recreation Board meeting to begin at 7:00 PM.
- Reappoint Edward Goltz to Parks & Recreation Board for term expiring December 31, 2022.

Mr. Tray made the motion and Mr. Armstrong seconded the motion to appoint:

- Scott Rakowski as Open Space Committee Chairman.

Mr. Tray made the motion and Mr. Rakowski seconded the motion to appoint:

- Desra Keenan, Kevin Murray and Bill Tray as members of the Open Space Committee

Mr. Armstrong made the motion and Mr. Rakowski seconded the motion to appoint:

- Bill Tray as Chairman of the Agricultural Advisory Committee

Mr. Tray made the motion and Mr. Rakowski seconded the motion to appoint

- Merrill Mest, Jackie Smith, Troy Armstrong and Al Gouldy to the Agricultural Advisory Committee

Mr. Tray made the motion and Mr. Rakowski seconded the motion to

- Authorize the Board of Supervisors to attend the Reorganization meeting of the Auditors.
- Authorize Township Manager as the State Association's Convention voting delegate
- Authorize attendance of Supervisors, Township Manager and Roadmaster to the State Association Convention
- Authorize Township Manager as the County Convention voting delegate
- Authorize the attendance of the Supervisors, Township Manager and Roadmaster to the County Convention

Mr. Tray made the motion and Mr. Rakowski seconded the motion to

- Approve Tackett Planning Services attendance at the Central Perkiomen Valley Planning Commission meetings

Mr. Tray made the motion and Mr. Armstrong seconded the motion to

- Appoint Debora Rakowski to the Vacancy Board

Mr. Tray made the motion and Mr. Rakowski seconded the motion to

- Appoint Jack Althouse, Dale Barber, John Neeld, Ray Bortz and Jason DeVoll to the UCC Appeals Board

Mr. Tray made a motion and Mr. Rakowski seconded the motion to establish the Township Building/Office hours as follows: Monday, through Friday 9:00 AM to 4:00 PM.

**Resolution No. 2019-01 – Re-Appointing Don Cabot to the ZHB**

Mr. Tray motioned to adopt Resolution No. 2019-01 – Re-appointing Don Cabot to the Zoning Hearing Board for a term of three (3) years, expiring December 31, 2021. Motion was seconded by Mr. Rakowski and approved by all.

**Resolution No. 2019-02 – Re-Appointing Beth Keys as Alternate to the ZHB**

Mr. Tray motioned to adopt Resolution No. 2019-02 – Re-appointing Travis Boyer to the Zoning Hearing Board as an alternate for a three (3) year term, expiring December 31, 2021. Motion was seconded by Mr. Rakowski and approved by all.

Mr. Tray motioned and Mr. Rakowski seconded to adjourn to executive session at 7:21 PM.

Personnel issues were discussed

Mr. Tray motioned and Mr. Armstrong seconded to adjourn the executive session and reconvene the regular meeting at 7:50 PM.

Mr. Tray motioned and Mr. Armstrong seconded to adjourn the regular meeting at 7:51 PM

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Scott A. Rakowski, Chairman

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Troy J. Armstrong, Vice-Chairman

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William J. Tray, Supervisor