

UPPER FREDERICK TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING

January 2, 2018

The 2018 Reorganization Meeting of the Upper Frederick Township Board of Supervisors was called to order at 7:00 PM. Attending were Scott A. Rakowski, Supervisor; William Tray, Supervisor; Troy Armstrong, Newly Elected Supervisor, Jackie Tallon, Township Manager; and Lois Reitnour, Administrative Assistant

IN ATTENDANCE: Steve Heller, Chris Jones, Jason Long (Public Works Department); Gerald McMahon, Deep Creek Road; Sue Stehman, Township Bookkeeper; Kit and Jim Armstrong, Little Road; Danielle DeRemer, Pioneer Circle; Dean Armstrong, New Hanover; Britney Sheedy, New Hanover; Patricia Moletzski, Plymouth Meeting; Lee Ann McCloskey and sons Ryan and Jacob, Plymouth Meeting; and, Jared and Barbara Landis, Westview Drive

OATH OF OFFICE

Oath of Office was administered to Mr. Armstrong by Lois Reitnour, Notary. Mr. Armstrong proceeded to take his place in the Board of Supervisors.

PUBLIC COMMENT PERIOD

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

BUSINESS BEFORE THE BOARD

Reorganization

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

Mr. Rakowski made the motion appointing Mr. Tray as temporary Secretary. Mr. Armstrong 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 2018. Mr. Armstrong seconded the motion and motion was approved by all.

Mr. Rakowski made the motion appointing Mr. Tray as Vice-Chairman of the Board of Supervisors for 2018. Mr. Armstrong seconded the motion and motion was approved by all.

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

- Jackie Tallon as Township Manager

Mr. Rakowski made motion to appoint the following:

- Cynthia O'Donnell, Certified Public Accountant, as Township Treasurer; Lois Reitnour as Administrative Assistant; and, Susan Stehman as Bookkeeper/Billing Clerk.

Motion was seconded by Mr. Tray and approved by all.

Ms. Tallon stated that the appointments for Road Crew/Public Works are on the agenda for the June 2018 Board of Supervisors meeting.

Mr. Rakowski made 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.
- Mark John as Zoning Officer and Code Enforcement Officer for the year.
- Census Enumerator for the year 2018 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 Pennsylvania Local Government Investment Trust as the depository of Township funds.

Mr. Tray seconded the motions to appoint and authorize the above mentioned. Motion was approved by all.

Mr. Rakowski made motion to appoint:

- David Allebach as the Township Solicitor for a period of one (1) year at a cost of \$150.00 an hour.
- Law firm of Yergey, Daylor, Allebach, Scheffey, and Picardi as the Planning Commission Solicitor for a period of one (1) year at a cost of \$150.00 an hour.
- LTL Consultants as the Township Civil Engineer for a period of one (1) year at a cost of \$98.75 per hour for Engineer 3.
- iES Engineers as the Township Water/Wastewater Engineer for a period of one (1) year at a cost of \$88.00 an hour.
- Tackett Planning Services as the Professional Township Planners for a period of one (1) year at a cost of \$85.00 per hour.
- Appoint Michael Frederick as Auditor.
- Reynolds, Pittner & Associates, Certified Public Accountants, to audit the books and records of the Township for the year 2018.
- Berks Earned Income Tax Bureau to collect the Earned Income and Occupational Privilege Tax for the Township.

Mr. Tray seconded the motion and motion was approved by all.

Mr. Rakowski made motion to appoint:

- Chris Jones as Emergency Management Coordinator for 2018 with Jerry McMahon, Jared Landis and Barbara Landis as Committee Members.

Mr. Tray seconded the motion and motion was approved by all.

Mr. Tray made motion to appoint:

- Dennis Bolognese as Fire Marshall, setting the fire marshal's compensation at \$4,000.00 a year, for the year 2018.

Mr. Rakowski seconded the motion and motion was approved by all.

Mr. Tray motioned to approve the following activities by the Fire Company and Fire Police for 2018: 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. Rakowski seconded the motion and motion was approved by all.

Mr. Rakowski made motion to establish the following:

- to set the last Thursday of the month as the date for the Planning Commission Meeting to begin at 7:00 PM.
- to set the first Wednesday of the month as the date for the Planning Commission Workshop to begin at 7:00 PM.
- to appoint Troy Armstrong to the Planning Commission for term beginning January 1, 2018 and expiring December 31, 2019.
- to set the third Tuesday of each month, when required, as the date to conduct Zoning Hearings as per advertisement from the Zoning Hearing Board.
- Appoint the law firm Fox, Rothschild, LLP as Zoning Hearing Board Solicitor for the year 2018 at a cost of \$220.00 per hour.
- Re-appoint Mr. John Plasterer to Zoning Hearing Board for a three (3) years term starting January 1, 2018 and ending December 31, 2020 (reappointment to be by Resolution.)
- Re-appoint Ms. Beth Keys as Alternate for a three (3) year term starting January 1, 2018 and ending December 31, 2020 (reappoint to be by Resolution.)
- Set the third Tuesday of each month as the date for the Parks and Recreation Board meeting to begin at 7:00 PM.
- Re-appoint Steve Zimmerman for Parks & Recreation Board for term expiring December 31, 2022.

Mr. Tray seconded the motions to approve the above mentioned as read and motion was approved by all.

Mr. Tray made motion to:

- Re-appoint Scott Rakowski as Open Space Committee Chairman.
- Re-appoint Desra Keenan and Kevin Murray as members of the Open Space Committee for a yearly term ending 12/31/2018. Two vacancies remain.

Mr. Rakowski made motion to:

- Appoint Mr. Tray as Chairman of the Agricultural Advisory Committee for the year 2018.
- Re-appoint Merrill Mest, Jackie Smith, Troy Armstrong and Al Goulidy to the Agricultural Advisory Committee for the year 2018.

Mr. Armstrong seconded the motion to approve the above mentioned as read and motion was approved by all.

Mr. Rakowski made 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 at the County Conventions.
- Authorize the attendance of the Township Supervisors, the Township Manager and the Roadmaster at the State Association's Convention.
- Authorize the attendance of Township Manager at the County Convention as a voting delegate.
- Authorize attendance to County convention by Township Supervisors and Roadmaster.

Mr. Tray seconded the motion and motion was approved by all.

Mr. Rakowski made motion to:

- Appoint Tackett Planning Services as the voting delegate to the Central Perkiomen Valley Planning Commission and to authorize their attendance at the Regional Planning Commission meetings.
- Appoint Ms. Debora Rakowski to the Vacancy Board.
- Appoint Jack Althouse, Dale Barber, John Neeld, Ray Bortz and Jason DeVoll to the UCC Appeals Board for the year 2018.

Motion was seconded by Mr. Tray and approved by all.

Mr. Rakowski made a motion and Mr. Tray seconded to establish the Township Building/Office hours as follows: Monday, Tuesday, Wednesday and Friday 9:00 AM to 4:00 PM and Thursday 9:00 AM to 6:00 PM. Motion was seconded by Mr. Tray and approved by all.

Resolution No. 2018-01 – Re-Appointing John Plasterer to the ZHB

Mr. Rakowski motioned to adopt Resolution No. 2018-01 – Re-appointing Mr. John Plasterer to the Zoning Hearing Board for a term of three (3) years, expiring December 31, 2020. Motion was seconded by Mr. Tray and approved by all.

Resolution No. 2018-02 – Re-Appointing Beth Keys as Alternate to the ZHB

Mr. Rakowski motioned to adopt Resolution No. 2018-02 – Re-appointing Ms. Beth Keys to the Zoning Hearing Board as an alternate for a three (3) year term, expiring December 31, 2020. Motion was seconded by Mr. Tray and approved by all.

Resolution No. 2018-03 – Opposing HB 1620 – Wireless Infrastructure Deployment Bill

Mr. Rakowski made motion to adopt Resolution No. 2018-03 – Opposing House Bill 1620. Motion was seconded by Mr. Tray and approved by all.

Approve Mileage Rate for 2018

Mr. Rakowski made motion to approve the mileage rate for 2018 at 54.5 cents per mile. Motion was seconded by Mr. Tray and approved by all.

Mr. Rakowski motioned and Mr. Tray seconded to adjourn the regular meeting at 7:21 PM.

No executive session.

Ms. Tallon noted that the regularly scheduled Board of Supervisors meeting is scheduled for January 11, 2018 at 7:00 PM.

Scott A. Rakowski, Chairman

William J. Tray, Vice-Chairman

Troy J. Armstrong, Supervisor