

**LOWER FREDERICK TOWNSHIP**  
**January 4, 2016**  
APPOINTMENTS FOR THE YEAR 2016

Organizational Meeting called to order at 7:00 p.m. followed by the Pledge of Allegiance.

**ROLL CALL**

Robert Yoder	Tom Keenan
Ron Kerwood	Carol Schuehler
Terry Sacks	Tamara Twardowski

Meeting turned over to Tom Keenan to act as President pro-tem during reorganization.

Nominations for Chairman of the Board of Supervisors – Bob Yoder

Motion Made – Terry Sacks	Second Motion – Ron Kerwood
Motion Approved by a 3-0 Vote	

Meeting turned over to Chairman of the Board of Supervisors – Bob Yoder

Nominations for Vice-Chairman of the Board of Supervisors – Ron Kerwood

Motion made – Bob Yoder	Second Motion – Terry Sacks
Motion Approved by a 3-0 Vote	

Solicitor	Tom Keenan Keenan, Ciccitto & Associates
Engineer	Urwiler & Walter, Inc. - Carol Schuehler
Township Secretary	Tamara Twardowski
Treasurer	Lorraine Cuddy
Asst. Treasurer	Tamara Twardowski
Building Code Official	Mark John
Code Enforcement and Zoning Officer	Mark John
Assistant Zoning Officer	Tamara Twardowski
Pension Chief Administrative Officer	Tamara Twardowski
Emergency Management Coordinator	Todd Bonjo
Fire Marshall	Tom Gamon
Zoning Hearing Board Solicitor	Joseph Kuhls, Esquire
Vacancy Board	Supervisors and Loren Szcsensy
Traffic Expert – for Subdivision & Land Dev.	Carol Schuehler and other traffic expert as deemed necessary
UCC Appeals Board Member	Joshua Aiken
Audit Firm	Kimmel, Lorah, and Associates, LLP.
Motion to approve appointments – Mr. Sacks Motion Approved by a 3-0 Vote	Second Motion – Mr. Kerwood

**PLANNING COMMISSION**

Two positions to be appointed – new term to expire 2019

Hans Schwiekert and Barbara Colletti

Replacement Position - term expiring 2017

Pam Hartman

Motion to appoint – Mr. Sacks  
Motion Approved by a 3-0 Vote

Second Motion - Mr. Yoder  
Term expiration 2018  
Ernest Schmitt and Ranier Keown  
Term expiration 2017  
Charles Yeiser and vacant  
Term expiration 2016  
Phil Smith

**CENTRAL PERKIOMEN VALLEY REGIONAL PLANNING COMMISSION -**

One Supervisor and One Planning Commission

2015 appointments were Bob Yoder, Supervisor and Chuck Yeiser, Planning Commission

Bob Yoder and Chuck Yeiser

Motion- Mr. Yoder Second Motion- Mr. Sacks

Motion Approved by a 3-0 Vote

**ZONING HEARING BOARD**

One person to be appointed to position

New term expiration 2018 Rosemary Horstman

Alternate Zoning Hearing Board Member - Michael W. Yaroch

Motion to appoint – Mr. Yoder Second Motion – Mr. Sacks

Motion Approved by a 3-0 Vote

Bill McGovern  
Term expiration 2017  
Tim Henry  
Term expiration 2016

**PARK and RECREATION BOARD**

2 Members to be appointed to term expiring Dec 31, 2020

Robin McGovern, Donalyn Irick

1 new request – Janet Luneau – one of the vacant terms

Motion to Appoint- Mr. Yoder Second Motion – Mr. Sacks

Motion Approved by a 3-0 Vote

Warren Jacobs,  
Term Expiring Dec 31, 2016  
Lorraine Cuddy, Janet Luneau  
Term Expiring Dec 31, 2017  
(Vacant), (vacant)  
Term Expiring Dec 31, 2018  
Robin Hightower, Barbara Henry  
Term expiring Dec 31, 2019

Auditor – filling vacant spot for term expiring in 2021 (will need to run 2017)

Linda Jansson

Motion to appoint – Mr. Kerwood Second Motion – Mr. Yoder

Motion Approved by a 3-0 Vote

## **RESOLUTIONS FOR THE YEAR 2016**

- 16-1 The meeting place to be Lower Frederick Township Building, 53 Spring Mount Rd., Spring Mount, PA. Meetings to be held the first Tuesday of each month at 7:00 p.m. (except November, the first Wednesday) due to Election Day.
- 16-2 Meeting place for the work sessions will be Lower Frederick Township building. Meetings will be held the last Tuesday of each month at 7:00 p.m.
- 16-3 Appointing Township Manager as Tamara Twardowski with a 2% increase in compensation and with the benefits set forth in the March 2009 employment understanding.
- 16-4 Uninvest will be the depository. Checks require two signatures.
- 16-5 Recommend Treasurer and Asst. Treasurer's bond to be set at \$500,000.00.
- 16-6 The rate of compensation for each of the members of the Township Zoning Hearing Board is \$50.00 per hearing.
- 16-7 In accordance with State Code the Supervisors will receive an annual salary of \$1,875.00, paid in equal monthly installments of 156.25
- 16-8 The 1% Real Estate Transfer Tax is reenacted. Collector by statute will be Montgomery County Recorder of Deeds.
- 16-9 The 1.4% Earned Income Tax is reenacted. The Collector for the year will be Berkheimer Associates at 1.49% on the gross amount.
- 16-10 The snow removal exchange with Limerick as it applies to Meng and Grebe Road is reenacted, according to the agreement.
- 16-11 The snow removal exchange with Upper Frederick Township as it applies to Kratz Road, Krause Road and Swamp Creek Road is reenacted according to agreement.
- 16-12 Continue the Payroll Fund for the purpose of deposit and payment of payroll and payment of payroll taxes.
- 16-13 The Township will impose a penalty of 10% charged for unpaid real estate taxes that remain unpaid for four months after date of tax notice.
- 16-14 There will be a penalty of 10% charged for unpaid fire hydrant taxes that remain unpaid for four months after date of tax notice, allow a discount of 2% paid in first 60 days.
- 16-15 There will be a \$25.00 charge for all checks returned for insufficient funds.
- 16-16 Sewer Certification fee charge \$25.00.

- 16-17 Cable Franchise Filing Fee: \$1,500.00 to review and negotiate the contract.
- 16-18 Set Manager's Bond at \$300,000 as per Ordinance 03-03
- 16-19 Waiving the 5% pension contribution for members of the Police Department hired prior to 1/1/14 as set forth in the collective bargaining agreement.
- 16-20 Fee Schedule attached – unchanged from

Motion to accept Resolutions 16-1 through 16-20 – Mr. Yoder  
Second Motion – Mr. Kerwood  
Motion Approved by a 3-0 Vote



Solicitor

Mr. Keenan advised that his office had very limited legal work in December. They prepared a resolution to address the proper time to erase tapes of the meeting minutes. He executed 57 sewer liens and filed them at the court house. He met with Ms. Twardowski and Mr. John, Code Enforcement Officer to begin work on revising the International Property Code for the township. They are simplifying and reducing the requirements of the code.

Manager

Ms. Twardowski requested authorization to execute the following –

Recycling Grant - 2015

The grant is prepared by KRF as a not to exceed \$1,200.00. They are anticipating the township will receive about \$2,800.

A motion to approve the Recycling Grant 2015

Motion – Mr. Yoder                      Second Motion – Mr. Kerwood

Motion Approved by a 3-0 Vote

Kimmel Lorah & Assoc. the CPA for the township has sent a letter of agreement. The cost of the 2015 audit is \$6,900.00. The work would be completed for filing by March 15, 2016.

A motion approving \$6,900.00 for the 2015 audit by Kimmel Lorah & Assoc.

Motion – Mr. Yoder      Second Motion – Mr. Kerwood

Motion Approved by a 3-0 Vote

Ms. Twardowski then read Resolution 2016-21 authorizing the disposition of audio recordings of public meetings.

A motion approving Resolution 2016-21

Motion – Mr. Kerwood              Second Motion – Mr. Sacks

Motion Approved by a 3-0 Vote

Public Works

Ton Manning, Road Master submitted his monthly report. The crew worked on the backhoe and finished getting the dump trucks ready for plowing. They patched black top on Hollowbush Lane. They put a tire scrubber in and installed the sign at Colonial Park. They also worked at the sewer plant.

Police

Chief Maxey submitted his report for the month of December. There were 90 incidents with 65 of them handled by Lower Frederick Township Police Department and 25 handled by PA State Police during the times our officers were not on duty.

Building Inspector

Mr. John, Code Enforcement Officer submitted his monthly report. He issued 9 permits for an estimated construction value of \$123,739.00. He also issued 4 Use and Occupancy permits.

Ambulance

Plymouth Community Ambulance Assoc. responded to 68 calls during the month of December with 7 of those calls in Lower Frederick. They had 971 calls to date.

Public Comment

Ms. Sharon Perfidio, Salford Station Road – questioned 1.49% collected by Berkeimer

Response – it is the percentage Berkeimer takes for their collection fee. Their commission. The rate is 1.4% broken down to ½ a percent to the township and .9% goes to the school district.

A motion to adjourn the meeting – Mr. Yoder  
Meeting Adjourned.

Second Motion – Mr. Kerwood