



UPPER UWCHLAN TOWNSHIP  
BOARD OF SUPERVISORS  
ANNUAL ORGANIZATION MEETING

AGENDA

January 6, 2020

7:00 p.m.

LOCATION: Temporary Township Office  
415 Eagleview Boulevard, Suite 116  
Exton PA 19341

I. CALL TO ORDER

- A. Salute to the Flag
- B. Moment of Silence
- C. Inquire If Any Attendee Plans to Audio or Video Record the Meeting

II. ORGANIZATION:

- A. Elect Board of Supervisors' Chair and Vice-Chair
- B. Appoint Staff, Consultants, Solicitors
- C. Appoint Boards/Commissions Members
- D. Recognize Elected Auditors
- E. Establish Bond Amounts
- F. Establish Depositories of Township Funds
- G. Establish Supervisors' Meeting Schedule
- H. Establish Voting Delegate for County & State Association Conventions

III. CALENDAR

January 7, 2020 4:00 PM Elected Auditors Annual Organization Meeting

January 20, 2020 Township Office OPEN ~ Martin Luther King, Jr. Day

There **WILL BE** trash/recycling collection January 20, 2020

January 21, 2020 (Tuesday) 7:00 PM Board of Supervisors Meeting

February 11, 2020 4:00 PM Board of Supervisors Workshop

February 11, 2020 Time To Be Determined ~ Conditional Use Hearing: Struble Trail Extension

February 17, 2020 Township Office Closed ~ Presidents' Day

There **WILL BE** trash/recycling collection February 17, 2020

February 18, 2020 (Tuesday) 7:00 PM Board of Supervisors Meeting

Christmas Tree, Yard Waste Collection Dates: January 15, February 5, February 19

Do not use plastic bags as these materials are composted.

Place materials curbside the night before to guarantee collection.

IV. OPEN SESSION

V. ADJOURNMENT



## UPPER UWCHLAN TOWNSHIP

### MEMORANDUM

#### ADMINISTRATION

TO: Board of Supervisors: Sandy D'Amico, Jamie Goncharoff, Jenn Baxter  
Shanna Lodge, Acting Township Manager

FROM: Gwen Jonik  
Township Secretary

RE: 2020 Organization Meeting

DATE: January 2, 2020

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The Board is requested to consider taking the following actions at the January 6, 2020 Organization meeting, which begins at 7:00 p.m.

1. 2019 Vice-Chairperson, Sandy D'Amico calls the meeting to order.
  - a. Salute to Flag
  - b. Moment of Silence
  - c. Inquire If Any Attendee Plans to Audio or Video Record the Meeting
2. 2019 Vice-Chairperson, Sandy D'Amico designates Shanna Lodge, Acting Township Manager, to conduct the re-organization of the Board of Supervisors.
  - a. Request Nominations / Motion for 2020 Chairperson
3. Newly-elected Chairperson conducts election of Vice-Chairperson.
4. Chairperson may conduct reappointments via a single Motion\*\*:

a. Acting Township Manager	Shanna Lodge
b. Assistant Township Manager	Shanna Lodge
c. Township Secretary	Gwen Jonik
d. Right-To-Know (Open Records) Officer	Gwen Jonik
e. Right-To-Know Officer (Police)	Chief John DeMarco
f. Township Treasurer	Jill Bukata, C.P.A.
g. Codes Administrator	Al Gaspari
h. Assistant Codes Administrator	Gilmore & Associates
i. Township Engineer	Gilmore & Associates
j. Township Planner	Brandywine Conservancy
k. Township Traffic Engineer	McMahon Associates, Inc.

I. Township Wastewater Engineer	ARRO Consulting, Inc.
m. Township Municipal Authority Solicitor	Christopher Frantz, Esquire
n. Township Wastewater Facility Operator	Clean Water, Inc. – Brian Norris
o. Road Master	Michael Heckman, Director of Public Works
p. Township Fire Marshal	Richard Ruth
q. Township Auditor	Barbacane, Thornton and Company
r. Township Solicitor	Buckley, Brion, McGuire & Morris, LLP
s. Township Solicitor-Alternate	Unruh, Turner, Burke, & Frees, P.C.
t. Township Solicitor-Labor	Reed, Smith, Shaw, McClay
u. Zoning Hearing Board Solicitor	Craig Kalemjian, Esquire
v. Vacancy Board	William Quinn
w. Deputy Township Tax Collector	Jill Bukata, C. P. A., Township Treasurer
x. Police Department Liaison	Jamie Goncharoff

All Consultants and Solicitors expressed interest in continuing to provide services to Upper Uwchlan Township in 2020 and requested consideration for reappointment.

The following Consultants/Solicitors increased their rates for 2020:

Authority's Solicitor, Chris Frantz	\$5/hour, to \$215/hour
Zoning Board's Solicitor, Craig Kalemjian	\$5/hour, to \$175/hour
Alternate Solicitor, Unruh Turner Burke & Frees	\$5/hour, to \$200/hour
Wastewater Consultant, ARRO all positions	\$1-\$5/hour
Civil Engineer, Gilmore & Associates various positions	\$5-\$10/hour
Planner, Brandywine Conservancy all positions	\$10-30/hour

#### 5.A. Commissions / Boards Re-Appointments:

The following members expressed interest in continuing to serve their respective Board/Commission.

Emergency Management Planning Commission (3 Year Term):

*Byron Nickerson (EMC), Kevin Cook, John DeMarco*

Historic Commission (3 Year Term): *Vivian McCardell, Devdeep Maity*

Municipal Authority (5 Year Term): *No term expirations this year*

Park and Recreation (5 Year Term): *Chris Foster, Sushila Subramanian*

Planning Commission (5 Year Term): *Chad Adams, Jeff Smith, Sally Winterton*

Technology Advisory Board (3 Year Term): *No term expirations this year*

Zoning Hearing Board (3 Year Term): *Lauren Cortesi, Jim Greaney*

5.B. Announce the following Vacancies:

- i. Historical Commission – 1
- ii. Park & Recreation Board – 1

6. Recognize Board of Elected Auditors: (6 Year Term)

Vacancy .....	term expires December 31, 2021
Vacancy .....	term expires December 31, 2023
Vincent McVeigh .....	term expires December 31, 2025

7. Establish the following Bond rates:

Treasurer's Bond.....	\$ 2,000,000
Township Manager's Bond.....	\$ 100,000
Tax Collector's Bond.....	\$ 225,000

8. Establish Depositories of Township's Funds:

- a. Fulton Bank
- b. Meridian Bank
- c. DNB First (Downington National Bank)
- d. First Resource Bank – Certificate of Deposit
- e. Pennsylvania School District Liquid Asset Fund (PSDLAF)

9. Establish Board of Supervisors Meeting Schedule:

- a. Dates: 2<sup>nd</sup> Tuesdays 4:00 p.m. Work Session  
3<sup>rd</sup> Mondays 7:00 p.m. Meeting
- b. Location: Temporary Township Office,  
415 Eagleview Blvd., Suite 116, Exton PA 19341

10. Establish a Voting Delegate to:

- a. Pennsylvania State Association of Township Supervisors' (PSATS) Annual Convention in Hershey May 3-6, 2020
- b. Chester County Association of Township Officials' (CCATO) Conventions; Spring – March; Fall – November

11. Concur with the IRS Standard Mileage Rate for 2020, 57.5 cents per mile, effective January 1, 2020. [per <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2020> ]