



UPPER UWCHLAN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
AGENDA  
JANUARY 2, 2024 (Tuesday)  
7:00 p.m.

LOCATION: Township Building  
140 Pottstown Pike, Chester Springs PA 19425

- I. ADMINISTER OATH OF OFFICE – Sandra M. D’Amico, Township Supervisor
- II. 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
- III. ORGANIZATION:
  - A. Elect Board of Supervisors’ Chair and Vice-Chair
  - B. Appoint Staff, Consultants, Solicitors
  - C. Appoint Boards and 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
- IV. CALENDAR
  - January 3, 2024, 11:00 a.m. Elected Auditors Annual Organization Meeting
  - January 9, 2024 5:00 p.m. Board of Supervisors Workshop
  - January 9, 2024 5:30 p.m. Conditional Use Hearing ~ Hankin Group / 770 Pennsylvania Drive
  - January 15, 2024 Township Office Closed ~ Martin Luther King, Jr. Day
  - January 16, 2024 (Tuesday) 7:00 p.m. Board of Supervisors Meeting

Yard Waste, Christmas Tree Collections: January 10, 24, February 7 (last Christmas Tree collection)  
Do not use plastic bags as these materials are composted. Place materials curbside the night before to guarantee collection. If you cannot wait for a curbside Christmas tree collection, you can take your bare, unadorned Christmas tree to the dumpster for compostable materials at the Public Works facility, 132 Oscar Way, Chester Springs.
- V. OPEN SESSION
- VI. ADJOURNMENT



# UPPER UWCHLAN TOWNSHIP

## MEMORANDUM

### ADMINISTRATION

TO: Board of Supervisors: Sandy D'Amico, Jenn Baxter, Andy Durkin  
Township Manager: Tony Scheivert

FROM: Gwen Jonik  
Township Secretary

RE: January 2, 2024 7:00 p.m. Annual Organization Meeting

DATE: December 28, 2023

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The Board is requested to consider taking the following actions at the January 2, 2024 Organization meeting, which begins at 7:00 p.m. and will be held in the Schoolhouse.

1. The 2023 Chairperson calls the meeting to order.
  - a. Salute to the Flag
  - b. Moment of Silence
  - c. Inquire If Any Attendee Plans to Audio or Video Record the Meeting
2. 2023 Chairperson designates Gwen Jonik, Township Secretary, to conduct the organization of the Board of Supervisors by requesting Nominations / Motion for 2024 Chairperson.

Newly-elected Chairperson conducts election of 2024 Vice-Chairperson.

3. Chairperson may conduct reappointments via a single Motion\*\*:

A. Township Manager	Tony Scheivert
B. Assistant Township Manager	Lindsay Yeager
C. Township Secretary	Gwen Jonik
D. Right-To-Know (Open Records) Officer	Gwen Jonik
E. Right-To-Know Officer (Police)	Chief Tom Jones
F. Township Treasurer	Jill Bukata, C.P.A.
G. Zoning Officer	Anthony Campbell
H. Director of Code Enforcement	Rhys Lloyd
I. Township Engineer	Gilmore & Associates

J. Township Planner	Brandywine Conservancy
K. Township Traffic Engineer	McMahon Associates, Inc.
L. 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	Mike Esterlis, 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	Eckert Seamans Cherin & Mellott, LLC
U. Zoning Hearing Board Solicitor	Craig Kalemjian, Esquire
V. Vacancy Board	vacant
W. Deputy Township Tax Collector	Keystone Collections Group
X. Police Department Liaison	Sandy D'Amico
Y. Emergency Management Coordinator	Byron Nickerson

\*\* All Consultants and Solicitors expressed interest in continuing to provide services to Upper Uwchlan Township in 2024 and requested consideration for reappointment.

The following Consultants/Solicitors increased their rates for 2024:

Gilmore & Associates	\$3-\$5/hour - most positions
Bowman (McMahon Associates)	\$5-\$30/hour - all positions
ARRO	\$1-\$14/hour - most positions
Brandywine Conservancy	\$5/hour - most positions
Richard Grubb Associates	\$5-\$10/hour - all positions
Unruh Turner (alternate Solicitor)	\$10/hour

#### 4.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):

Jeff Churchvara, Julie Hearn-Nicely, Richard Ruth

Environmental Advisory Council: no term expirations

Historic Commission (3 Year Term): Nancy Copp

Municipal Authority (5 Year Term): Joe Samarco

Park and Recreation (5 Year Term): no term expirations

Planning Commission (5 Year Term): vacancy

Technology Advisory Board (3 Year Term): Gregg Heimer, Rizwan Jagirdar

Zoning Hearing Board (3 Year Term): Joe Ceribelli

4.B. Announce the following Vacancies:

- i. Municipal Authority - 2
- ii. Park & Recreation Board
- iii. Planning Commission
- iv. Vacancy Board

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

Vincent McVeigh .....term expires December 31, 2025

Jaqueline Pan Wu.....term expires December 31, 2027

David Colajezzi .....term expires December 31, 2029

6. Establish the following Bond rates:

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

7. Establish Depositories of Township's Funds:

- a. Fulton Bank
- b. Meridian Bank
- c. S & T Bank (formerly Downingtown National Bank)
- d. First Resource Bank – Certificate of Deposit
- e. Pennsylvania School District Liquid Asset Fund (PSDLAF)
- f. Presence Bank

8. 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: Township Building, 140 Pottstown Pike,  
Chester Springs, PA 19425

9. Establish a Voting Delegate to:

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

10. Concur with the IRS Standard Mileage Rate for 2024, **67** cents per mile effective January 1, 2024. [per <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2024-mileage-rate-increases-to-67-cents-a-mile-up-1-point-5-cents-from-2023>]