



UPPER UWCHLAN TOWNSHIP  
BOARD OF SUPERVISORS, DRAFT 2026 BUDGET  
WORKSHOP

October 14, 2025  
4:00 p.m.

**AGENDA**

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

|  | Packet Page # |
|--|---------------|
| 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 Workshop     |               |
| II. Resolutions ~ consider adoption  |               |
| A. PennDOT Winter Maintenance Services Agreement                           | 2             |
| B. Statewide Local Share Assessment Grant Application ~ Police Dept.       | 27            |
| C. Statewide Local Share Assessment Grant Application ~ Public Works Dept. | 28            |
| III. Draft 2026 Budget Budget ~ Discussion                                 |               |
| A. General Fund  | 29            |
| 1. Police Department   | 68            |
| 2. Building / Codes Department   | 83            |
| 3. Public Works Department   | 91            |
| B. Solid Waste Fund  | 102           |
| C. Liquid Fuels Fund   | 107           |
| IV. Hickory Park Improvements ~ Bid Results                                | 113           |
| V. Open Session  |               |
| VI. Adjournment  |               |



Upper Uwchlan Township  
Chester County  
Commonwealth of Pennsylvania

Resolution # \_\_\_\_\_

BE IT RESOLVED, by authority of the Board of Supervisors of Upper Uwchlan Township, Chester County, and it is hereby resolved by authority of the same, that the Township Manager of said Municipality be authorized and directed to sign the Winter Maintenance Services Agreement on its behalf.

ATTEST:

\_\_\_\_\_  
Signature – Tony Scheivert  
Official Title: Township Manager

UPPER UWCHLAN TOWNSHIP

By: \_\_\_\_\_  
Signature – Jennifer F. Baxter  
Official Title: Chair, Board of Supervisors

I, Gwen A. Jonik, Township Secretary, of the Upper Uwchlan Township Board of Supervisors, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Supervisors, held the 14<sup>th</sup> day of October, 2025.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature – Gwen A. Jonik  
Official Title: Township Secretary



## **WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM**

A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

### **CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

|   |             |
|---|-------------|
| <i>Signature</i>                              | <i>Date</i> |
| <i>Name (Printed)</i>                         |             |
| <i>Title of Certifying Official (Printed)</i> |             |
| Upper Uwchlan Township                        |             |
| <i>Contractor/Grantee Name (Printed)</i>      |             |

DATE: \_\_\_\_\_  
(PennDOT will insert)

AGREEMENT NO.: 3900040732  
FEDERAL I.D. NO.: 23-2407009  
SAP VENDOR NO.: 127733

## **Winter Maintenance Services Agreement**

This Winter Maintenance Services Agreement ("Agreement") is made by and between the Commonwealth of Pennsylvania, acting through the Department of Transportation ("PennDOT");

and

Upper Uwchlan Township, an entity legally authorized to enter into this Agreement, acting through its proper officials ("Service Provider").

## **BACKGROUND**

To ensure an efficient and effective maintenance program during winter seasons, PennDOT enters into this agreement to transfer winter maintenance responsibilities to the Service Provider, which has the equipment, personnel and commitment to perform winter maintenance work for the designated state highways (state routes), including bridges and approaches, subject to payment by PennDOT and the terms and conditions of this Agreement.

The parties, intending to be legally bound, agree as follows:

1. **Description of Work.**
  - a. **Service Provider General Responsibility.** Service Provider shall remove snow and ice, provide de-icing and anti-skid materials and apply de-icing and anti-skid treatments for the Snow Lane Miles of designated state routes set forth on Exhibit "A" to this Agreement, including bridges and approaches on the delineated state routes, during the Winter Season. Exhibit "A" is attached and incorporated by reference into this Agreement.
  - b. **Service Provider Level of Service and Performance Measures.** The Service Provider shall perform work promptly and efficiently to facilitate the safe and unimpeded flow of traffic. Work shall comply with the then-current versions of PennDOT's: 1) Maintenance Manual ("Publication 23") including its Chapter 4; 2) Highway Foreman Manual ("Publication 113") including its Chapter 5 and Assembly 712-7521-01; and 3) Highway Construction Specifications ("Publication 408") including Sections 703.4 and

722, all of which are available on PennDOT's website, are amended from time-to-time, and incorporated into this Agreement by reference. Within these publications, the term "Municipality" shall mean "Service Provider."

c. **Key Definitions**

1. **Snow Lane Mile.** A "Snow Lane Mile" is a travel lane that is up to twelve (12) feet wide and one (1) lineal mile long. Where travel lanes are wider than twelve (12) feet, additional lane miles shall be computed and reflected on Exhibit "A" pursuant to then-existing PennDOT policy, which at present is articulated in Chapter 4 of the PennDOT Maintenance Manual, Publication 23, which is available on PennDOT's publicly accessible website.
2. **Winter Season.** The "Winter Season" for the purpose of this Agreement shall commence October 15 of each year and end on April 30 of the following year, unless amended by PennDOT.

2. **Required Permits.** If the Service Provider's equipment must traverse a bridge with a posted weight restriction, the Service Provider shall apply to the posting authority for a permit pursuant to 67 Pa. Code Chapter 191. The Service Provider shall refile permit applications as needed during the term of this Agreement and obtain permits for each succeeding Winter Season for which this Agreement is renewed. Failure to obtain the permits shall be cause for termination of this Agreement.

3. **Term of Agreement.** The initial term of this Agreement is five (5) years ("initial term"). The initial term shall commence upon the earlier of the full execution date (which is the date of all required Commonwealth signatures being affixed after the parties' signatures) or the start of the first Winter Season (October 15) and end on October 14 of the year when the fifth Winter Season is completed. After the initial term (covering five (5) Winter Seasons) ends, the Agreement will automatically renew on October 15 for five (5) additional one (1) year periods unless the parties mutually agree, in writing, prior to June 30 of the fifth year of the initial term or June 30 of any one (1) year renewal period, to terminate the agreement prior to the commencement of a subsequent renewal period.

4. **Base Payment Rate.** PennDOT shall pay the Service Provider a base rate per Snow Lane Mile ("base rate") for the first Winter Season of this Agreement on or about October 15 of the first Winter Season. The base rate to be paid per Snow Lane Mile shall be set forth on Exhibit "A" of this Agreement and may consider different rates per Snow Lane Mile in accordance with PennDOT policy for the characteristics of the state routes being serviced.

5. **Adjusted Base Payment Rates for Subsequent Years.** For each of the following four years of the initial term and any annual renewal term thereafter, the base rate will annually be increased by 2% and paid on or about October 15. PennDOT will send, annually, a revised funds encumbrance document, or then-equivalent, to the Office of Comptroller Operations to facilitate the payment of sums of money pursuant to the terms and conditions of this Agreement.

6. **Computation of Annual Payment and Invoicing.** The total annual payment to the Service Provider shall equal the base rate, as adjusted, multiplied by the Snow Lane Miles reflected on the then current version of Exhibit "A." The Service Provider shall invoice PennDOT on or after October 15 for each Winter Season based on the total annual payment calculated under this Section.

7. **Amendment of Snow Lane Miles and Payment.**

a. **Snow Lane Miles.** The Snow Lane Miles upon which payment will be computed are those Snow Lane Miles set forth on the then current version of Exhibit "A." Exhibit "A" may be amended to reflect the addition, subtraction or modification of Snow Lane Miles, as agreed between the parties. Additions, subtractions or modifications of Snow Lane Miles shall only be initiated upon the sending of a letter from PennDOT to the Service Provider (to the attention of the personnel at the address listed below in the Notice provisions) containing an amended Exhibit "A." The letter shall be reviewed, signed and dated by the Service Provider, and promptly returned to PennDOT. The letter shall become effective at the start of the next Winter Season. For letters issued during a Winter Season, services to be performed by the Service Provider with respect to additions, subtractions or modifications shall become effective immediately upon full execution of the letter; but for purposes of the computation of payment, additions, subtractions or modifications to Snow Lane Miles will become effective at the start of the next Winter Season. The signatories to this letter shall only be the authorized officials of PennDOT and the Service Provider, with the Office of Comptroller Operations receiving a copy of the fully executed letter and amended Exhibit "A."

b. **Payment Adjustments.** The base rate may only be adjusted in the event of a severe winter adjustment (defined below), or where authorized by this Agreement to compensate a Service Provider during a winter emergency. Payment adjustments shall be made by letter signed only by an authorized signatory for PennDOT, as follows:

1. **Severe Winter Adjustment.** PennDOT may, in its sole discretion, agree that additional payment is warranted if a

Service Provider experiences a level of work above a reasonable quantity of winter weather events during a Winter Season, either in frequency or severity. If PennDOT determines that a severe winter adjustment is warranted, it will issue a letter reflecting the amount to be paid as a severe winter adjustment as a percent increase to the then-current Winter Season's base rate, as adjusted. Severe winter adjustments will provide a one-time payment that does not impact the base rate computation, as adjusted, for payment in future years.

**2. Winter Emergency.** If a winter emergency necessitates work before this Agreement is fully executed, or before or after the defined "Winter Season," PennDOT's District Executive may issue a written letter to the Service Provider that: (a) finds that an emergency exists under the then-current version of Section 516 of the Procurement Code, 62 Pa C.S. § 516, and (b) authorizes the Service Provider to begin winter maintenance services, subject to the terms and conditions of this Agreement if executed, or otherwise the version of this Agreement most recently provided to the Service Provider. If the Service Provider receives an emergency winter maintenance services letter from the District Executive, PennDOT shall pay the Service Provider's costs incurred to service the state routes as a result of the onset of a winter weather emergency necessitating the provision of the services under this Agreement.

**c. Funding Adjustments.** PennDOT will adjust the encumbrance of funds to pay Service Provider upon the computation of the annual payment, amendments to Snow Lane Miles and payment adjustments described in this Section of the Agreement.

**8. Relationship of the Parties.** The Service Provider undertakes the responsibilities as an independent contractor and its principals, employees, lessors or contractors, or any other person or entity acting on behalf of Service Provider, shall not be considered employees of PennDOT for any purpose.

**9. Termination for Cause by PennDOT.** If the Service Provider fails to comply with the terms of this Agreement, PennDOT may terminate the Agreement upon giving ten (10) days written notice to the Service Provider. PennDOT may allow a Service Provider to cure any performance deficiencies or failures to comply with the terms of this Agreement prior to termination. Ten days' notice or a cure period may be withheld by PennDOT, in its discretion, when an event of default warrants immediate action necessary to protect the health, safety and welfare of the motoring public. If the

Agreement is terminated for cause, then PennDOT shall not be obligated to pay any amount of money to the Service Provider. If termination for cause is later determined to be invalid or unwarranted, the termination for cause shall be considered to be a termination for convenience.

**10. Termination for Convenience by PennDOT.** PennDOT reserves the right to terminate this Agreement for convenience, effective immediately upon issuance of a letter to the Service Provider, if it determines that termination is in the best interests of PennDOT.

**11. Payment Adjustments after Termination.** If the Agreement is terminated for cause or convenience after an annual payment to Service Provider for which services have not been rendered, the Service Provider shall reimburse PennDOT for any such annual payment for which services have not been rendered. PennDOT will invoice Service Provider and Service Provider shall pay PennDOT within 30 days of the effective date of the termination of this Agreement. Only in the case of termination for convenience, will Service Provider be able to retain the pro rata portion of the annual payment Service Provider would have received pursuant to this Agreement up to the effective date of termination. For clarification, the pro rata adjustment under this section shall equal the total amount that Service Provider would have received for the full Winter Season multiplied by the total number of days from the start of the Winter Season through the date when termination is effective divided the total number of days in the full Winter Season. If Service Provider receives annual County or Municipal Liquid Fuels Fund allocations, PennDOT reserves the right, and Service Provider agrees, that PennDOT may withhold future allocations of such funds to collect any unpaid balances owed to PennDOT beyond 60 days of the effective date of termination.

**12. Required Commonwealth Provisions.** The Service Provider shall comply with the following required Commonwealth Provisions. As used in these provisions, "Contractor" refers to the Service Provider:

- a. **Right-to-Know Law Provisions.** The current version of the Contract Provisions—Right to Know Law, attached to and made part of this Agreement as Exhibit B;
- b. **Commonwealth Nondiscrimination/Sexual Harassment Clause.** The current version of the Commonwealth Nondiscrimination/Sexual Harassment Clause, which is attached to and made part of this Agreement as Exhibit C;
- c. **Contractor Integrity Provisions.** The current version of the Contractor Integrity Provisions, which are attached to and made part of this Agreement as Exhibit D;

- d. **Americans with Disabilities Act.** The current version of the Commonwealth Provisions Concerning the Americans with Disabilities Act, which are attached to and made part of this Agreement as Exhibit E;
- e. **Contractor Responsibility Provisions.** The current version of the Commonwealth Contractor Responsibility Provisions, which are attached to and made part of this Agreement as Exhibit F; and,
- f. **Enhanced Minimum Wage Provisions.** The current version of the Enhanced Minimum Wage Provisions, which are attached to and made part of this Agreement as Exhibit G.

13. **Offset Provision.** The Service Provider agrees that the Commonwealth of Pennsylvania (Commonwealth), including PennDOT, may set off the amount of any state tax liability or other obligation of the Service Provider or its subsidiaries to the Commonwealth against any payments due the Service Provider under any contract with the Commonwealth.

14. **Automated Clearing House Network Provisions.**

- a. The Commonwealth will make payments to the Service Provider through the Automated Clearing House ("ACH") Network. Within 10 days of the execution of this Agreement, the Service Provider must submit or must have already submitted its ACH information in the Commonwealth's Master Database. The Service Provider will also be able to enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at <https://www.budget.pa.gov/Services/ForVendors/Pages/Deposit-and-e-Remittance.aspx>.
- b. The Service Provider must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth's ACH remittance advice to enable the Service Provider to properly apply the state agency's payment to the respective invoice or program.
- c. It is the responsibility of the Service Provider to ensure that the ACH information contained in the Commonwealth's Master Database is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.

**15. Audit and Maintenance of Records.** PennDOT and other agencies of the Commonwealth of Pennsylvania may, at reasonable times and places, audit the books and records of the Service Provider to the extent that they relate to the Service Provider's performance of this Agreement and the costs incurred by the Service Provider in providing services under it. The Service Provider shall maintain the books and records for a period of three (3) years from the date of final payment under the Agreement, including all renewals.

**16. Choice of Law.** This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania and the decisions of Pennsylvania courts. The Service Provider consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. The Service Provider agrees that any such court shall have in personam jurisdiction over it and consents to service of process in any manner authorized by Pennsylvania law.

**17. Liability.** The Service Provider is performing this Agreement as an independent contractor and its officials, employees and contractors shall not be considered employees of PennDOT or the Commonwealth of Pennsylvania for any purpose. This Agreement shall be considered a maintenance contract between a Commonwealth agency and a local agency for purposes of 42 Pa. C.S. § 8542(b)(6)(ii), relating to acts which may impose liability on local agencies. Further, this Agreement shall not be construed for the benefit of any person or political subdivision not a party to this Agreement, nor shall this Agreement be construed to authorize any person or political subdivision not a party to this Agreement to maintain a lawsuit on or under this Agreement.

**18. Amendments and Modifications.** Except for the Snow Lane Mile and Payment Adjustments provided for above via letter, amendments to this Agreement shall be accomplished through a formal written document signed by the parties with the same formality as this Agreement.

**19. Strategic Environmental Management Program ("SEMP").** PennDOT has implemented a SEMP. As part of SEMP, PennDOT has established a Green Plan Policy that can be found on PennDOT's website and is also posted at PennDOT's District and County Offices. The Green Plan Policy is designed to protect the environment, conserve resources and comply with environmental laws and regulations. The Service Provider shall ensure that they have reviewed and are familiar with the SEMP and PennDOT's Green Plan Policy available on PennDOT's website.

**20. Titles not Controlling.** Titles of sections are for reference only and shall not be used to construe the language in this Agreement.

21. **Severability.** The provisions of this Agreement shall be severable. If any phrase, clause, sentence or provision of this Agreement is declared to be contrary to the Constitution of Pennsylvania or of the United States or of the laws of the Commonwealth the applicability thereof to any government, agency, person or circumstance is held invalid, the validity of the remainder of this Agreement and the applicability thereof to any government, agency, person or circumstance shall not be affected thereby.

22. **No Waiver.** Either party may elect not to enforce its rights and remedies under this Agreement in the event of a breach by the other party of any term or condition of this Agreement. In any event, the failure by either party to enforce its rights and remedies under this Agreement shall not be construed as a waiver of any subsequent breach of the same or any other term or condition of this Agreement.

23. **Assignment.** This Agreement may not be assigned by the Service Provider, either in whole or in part, without the written consent of PennDOT.

24. **Third-Party Beneficiary Rights.** The parties to this Agreement understand that this Agreement does not create or intend to confer any rights in person or on persons or entities not a party to this Agreement.

25. **Notices.** All notices and reports arising out of, or from, the provisions of this Agreement shall be in writing and given to the parties at the address provided under this Agreement, either by regular mail, facsimile, e-mail, or delivery in person:

If to PennDOT:

Name or Title: Highway Maintenance Manager  
Address: 7000 Geerdes Boulevard  
King of Prussia, PA 19406  
Fax Number:  
Email Address: stelantz@pa.gov

If to the Service Provider:

Name or Title: Township Manager  
Address: 140 Pottstown Pike  
Chester Springs, PA 19425  
Fax Number:  
Email Address: tscheivert@upperuwchlan-pa.gov

26. **Integration and Merger.** This Agreement, when executed, approved and delivered, shall constitute the final, complete and exclusive Agreement between the parties containing all the terms and conditions agreed on by the parties. All representations, understandings, promises and agreements pertaining to the subject matter of this Agreement made prior to or at the time this Agreement is executed are

superseded by this Agreement unless specifically accepted by any other term or provision of this Agreement. There are no conditions precedent to the performance of this Agreement except as expressly set forth herein.

[Remainder of this page is intentionally left blank.]

The parties have executed this Agreement to be effective as of the date of the last signature affixed below.

ATTEST:

BY \_\_\_\_\_  
Signature

DATE

Service Provider \*

BY \_\_\_\_\_  
Signature

DATE

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**\*If the Service Provider is a municipality that is required to pass a resolution to authorize the signatory, it must provide a resolution authorizing signature authority at the time of Agreement submission. Attestation is only required where a Resolution requires attestation or there is a legal requirement for an attestation (witness). Absent a resolution, the person signing for the Service Provider represents that they are authorized to bind the Service Provider and all such acts prerequisite to such authority have been undertaken; PennDOT will rely on this representation in entering into this Agreement.**

**DO NOT WRITE BELOW THIS LINE--FOR COMMONWEALTH USE ONLY**

---

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION

APPROVED AS TO FORM  
AND LEGALITY

BY \_\_\_\_\_  
Title: \_\_\_\_\_  
DATE

BY \_\_\_\_\_  
for Chief Counsel

DATE

FUNDS COMMITMENT DOCUMENT  
NO. 3900040732

BY \_\_\_\_\_  
for Comptroller Operations  
DATE

Preapproved Form: OGC No. 18-FA-80.0

OAG Approved 7/13/2021

2025-26

COUNTY: Chester

MUNICIP: Upper Uwchlan Township  
SAP # 127733

## CONTRACT EXHIBIT A

AGREEMENT NO. 3900040732  
YEAR 1  
OF 10

| STATE ROUTE | LOCAL DESCRIPTION            | BEGIN SEGMENT | BEGIN OFFSET | END SEGMENT | END OFFSET | SNOW LANE MILES | MFC | RATE PER MFC* | COST     |
|-------------|------------------------------|---------------|--------------|-------------|------------|-----------------|-----|---------------|----------|
| 1055        | Pottstown Pike to Byers Road | 0010          | 0000         | 0010        | 1621       | 0.3             | E   | \$1,378.53    | \$413.56 |
| 1055        | Pottstown Pike to Byers Road | 0011          | 0000         | 0011        | 1550       | 0.3             | E   | \$1,378.53    | \$413.56 |

\*For the Standard Agreement, rates may vary per county depending on the MFC - see Attachment A Rate Schedule

\*For the Actual Cost Agreement, rates may not reflect those that appear on Attachment A because PennDOT is paying actual costs. Rates used must be pre approved by BOMO.

|                 |      |              |          |
|-----------------|------|--------------|----------|
| MILEAGE MFC B = | 0    | TOTAL COST = | \$827.12 |
| MILEAGE MFC C = | 0    |              |          |
| MILEAGE MFC D = | 0    |              |          |
| MILEAGE MFC E=  | 0.6  |              |          |
| TOTAL MILEAGE   | 0.60 |              |          |

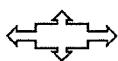
**TERMS OF PAYMENT:** The Municipality will be compensated with a lump sum payment in the amount indicated as Total Cost, and as adjusted by the Department of Transportation at the end of each year. The Municipality will be compensated with an adjustment to offset severe winters at the following rate. The Municipality will receive an adjustment equal to the percentage of the Department's actual costs (for similar roads serviced) over and above the five-year average.

| <u>Total Amount Encumbrance</u> |            |
|---------------------------------|------------|
| 1st Year:                       | \$827.12   |
| 2nd Year:                       | \$843.66   |
| 3rd Year:                       | \$860.53   |
| 4th Year:                       | \$877.74   |
| 5th Year:                       | \$895.30   |
| 6th Year:                       | \$913.21   |
| 7th Year:                       | \$931.47   |
| 8th Year:                       | \$950.10   |
| 9th Year:                       | \$969.10   |
| 10th Year:                      | \$988.48   |
| TOTAL:                          | \$9,056.71 |

### **Contract Provisions – Right to Know Law**

- a. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, (“RTKL”) applies to this Contract. For the purpose of these provisions, the term “the Commonwealth” shall refer to the contracting Commonwealth agency.
- b. If the Commonwealth needs the Contractor’s assistance in any matter arising out of the RTKL related to this Contract, it shall notify the Contractor using the legal contact information provided in this Contract. The Contractor, at any time, may designate a different contact for such purpose upon reasonable prior written notice to the Commonwealth.
- c. Upon written notification from the Commonwealth that it requires the Contractor’s assistance in responding to a request under the RTKL for information related to this Contract that may be in the Contractor’s possession, constituting, or alleged to constitute, a public record in accordance with the RTKL (“Requested Information”), the Contractor shall:
  1. Provide the Commonwealth, within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in the Contractor’s possession arising out of this Contract that the Commonwealth reasonably believes is Requested Information and may be a public record under the RTKL; and
  2. Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Contract.
- d. If the Contractor considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Contractor considers exempt from production under the RTKL, the Contractor must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of the Contractor explaining why the requested material is exempt from public disclosure under the RTKL.
- e. The Commonwealth will rely upon the written statement from the Contractor in denying a RTKL request for the Requested Information unless the Commonwealth determines that the Requested Information is clearly not protected from disclosure under the RTKL. Should the Commonwealth determine that the Requested Information is clearly not exempt from disclosure, the Contractor shall provide the Requested Information within five (5) business days of receipt of written notification of the Commonwealth’s determination.
- f. If the Contractor fails to provide the Requested Information within the time period required by these provisions, the Contractor shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor’s failure, including any statutory damages assessed against the Commonwealth.

### **EXHIBIT B**

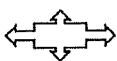


g. The Commonwealth will reimburse the Contractor for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.

h. The Contractor may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Contractor shall indemnify the Commonwealth for any legal expenses incurred by the Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth, regardless of the outcome of such legal challenge. As between the parties, the Contractor agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.

i. The Contractor's duties relating to the RTKL are continuing duties that survive the expiration of this Contract and shall continue as long as the Contractor has Requested Information in its possession.

#### EXHIBIT B



## **NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE [Contracts]**

The Contractor agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the contract or any subcontract, the Contractor, each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.
2. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the contract.
3. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the contract.
4. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Contractor and each subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contracted services are performed shall satisfy this requirement for employees with an established work site.
6. The Contractor and each subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subcontractor or supplier who is qualified to perform the work to which the contract relates.
7. The Contractor and each subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws, regulations and policies relating to nondiscrimination and sexual harassment. The Contractor and each subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment

### **Exhibit C**



Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Contractor and each subcontractor shall, upon request and within the time periods requested by the commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the contracting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that those provisions applicable to subcontractors will be binding upon each subcontractor.
9. The Contractor's and each subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor and each subcontractor shall have an obligation to inform the commonwealth if, at any time during the term of the contract, it becomes aware of any actions or occurrences that would result in violation of these provisions.
10. The commonwealth may cancel or terminate the contract and all money due or to become due under the contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.

#### Exhibit C



## CONTRACTOR INTEGRITY PROVISIONS

It is essential that those who seek to contract with the Commonwealth of Pennsylvania ("Commonwealth") observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.

**1. DEFINITIONS.** For purposes of these Contractor Integrity Provisions, the following terms shall have the meanings found in this Section:

- a. **"Affiliate"** means two or more entities where (a) a parent entity owns more than fifty percent of the voting stock of each of the entities; or (b) a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.
- b. **"Consent"** means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of the execution of this contract.
- c. **"Contractor"** means the individual or entity, that has entered into this contract with the Commonwealth.
- d. **"Contractor Related Parties"** means any affiliates of the Contractor and the Contractor's executive officers, Pennsylvania officers and directors, or owners of 5 percent or more interest in the Contractor.
- e. **"Financial Interest"** means either:
  - (1) Ownership of more than a five percent interest in any business; or
  - (2) Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.
- f. **"Gratuity"** means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the Governor's Code of Conduct, Executive Order 1980-18, the 4 Pa. Code §7.153(b), shall apply.
- g. **"Non-bid Basis"** means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.

2. In furtherance of this policy, Contractor agrees to the following:

- a. Contractor shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Contractor or that govern contracting or procurement with the Commonwealth.

### Exhibit D



- b. Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to the Contractor activity with the Commonwealth and Commonwealth employees and which is made known to all Contractor employees. Posting these Contractor Integrity Provisions conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.
- c. Contractor, its affiliates, agents, employees and anyone in privity with Contractor shall not accept, agree to give, offer, confer, or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under this contract, except as provided in this contract.
- d. Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Contractor's financial interest prior to Commonwealth execution of the contract. Contractor shall disclose the financial interest to the Commonwealth at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Contractor's submission of the contract signed by Contractor.
- e. Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Parties have not:

  - (1) been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
  - (2) been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;
  - (3) had any business license or professional license suspended or revoked;
  - (4) had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
  - (5) been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Commonwealth will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Commonwealth in writing if at any time during the term of the contract it becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

## Exhibit D



- f. Contractor shall comply with the requirements of the *Lobbying Disclosure Act* (65 Pa.C.S. §13A01 *et seq.*) regardless of the method of award. If this contract was awarded on a Non-bid Basis, Contractor must also comply with the requirements of the *Section 1641 of the Pennsylvania Election Code* (25 P.S. §3260a).
- g. When Contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing.
- h. Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Contractor shall immediately notify the Commonwealth in writing of any actions for occurrences that would result in a violation of these Contractor Integrity Provisions. Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
- i. Contractor shall cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third party beneficiaries shall be created thereby.
- j. For violation of any of these Contractor Integrity Provisions, the Commonwealth may terminate this and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

Exhibit D



**PROVISIONS CONCERNING THE *AMERICANS WITH DISABILITIES ACT***

For the purpose of these provisions, the term contractor is defined as any person, including, but not limited to, a bidder, offeror, supplier, or grantee, who will furnish or perform or seeks to furnish or perform, goods, supplies, services, construction or other activity, under a purchase order, contract, or grant with the Commonwealth of Pennsylvania (Commonwealth).

During the term of this agreement, the contractor agrees as follows:

1. Pursuant to federal regulations promulgated under the authority of the *Americans with Disabilities Act*, 28 C. F. R. § 35.101 et seq., the contractor understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this agreement or from activities provided for under this agreement. As a condition of accepting and executing this agreement, the contractor agrees to comply with the "General Prohibitions Against Discrimination," 28 C. F. R. § 35.130, and all other regulations promulgated under *Title II* of the *Americans with Disabilities Act* which are applicable to the benefits, services, programs, and activities provided by the Commonwealth through contracts with outside contractors.
2. The contractor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth as a result of the contractor's failure to comply with the provisions of paragraph 1.

**EXHIBIT E**



## **Contractor Responsibility Provisions**

**(December 2020)**

For the purpose of these provisions, the term Contractor is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, grantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth of Pennsylvania (Commonwealth). The term Contractor includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

1. The Contractor certifies, in writing, for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.
2. The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.
3. The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.
4. The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Contract with the Commonwealth.
5. The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
6. The Contractor may search the current list of suspended and debarred Commonwealth contractors by visiting the eMarketplace website at <http://www.emarketplace.state.pa.us> and clicking the Debarment List tab.

Exhibit F

## Enhanced Minimum Wage Provisions (July 2022)

1. **Enhanced Minimum Wage.** Contractor/Lessor agrees to pay no less than \$15.00 per hour to its employees for all hours worked directly performing the services called for in this Contract/Lease, and for an employee's hours performing ancillary services necessary for the performance of the contracted services or lease when such employee spends at least twenty per cent (20%) of their time performing ancillary services in a given work week.
2. **Adjustment.** Beginning July 1, 2023, and annually thereafter, the minimum wage rate shall be increased by an annual cost-of-living adjustment using the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for Pennsylvania, New Jersey, Delaware, and Maryland. The applicable adjusted amount shall be published in the Pennsylvania Bulletin by March 1 of each year to be effective the following July 1.
3. **Exceptions.** These Enhanced Minimum Wage Provisions shall not apply to employees:
  - a. exempt from the minimum wage under the Minimum Wage Act of 1968;
  - b. covered by a collective bargaining agreement;
  - c. required to be paid a higher wage under another state or federal law governing the services, including the Prevailing Wage Act and Davis-Bacon Act; or
  - d. required to be paid a higher wage under any state or local policy or ordinance.
4. **Notice.** Contractor/Lessor shall post these Enhanced Minimum Wage Provisions for the entire period of the contract conspicuously in easily-accessible and well-lighted places customarily frequented by employees at or near where the contracted services are performed.
5. **Records.** Contractor/Lessor must maintain and, upon request and within the time periods requested by the Commonwealth, furnish all employment and wage records necessary to document compliance with these Enhanced Minimum Wage Provisions.
6. **Sanctions.** Failure to comply with these Enhanced Minimum Wage Provisions may result in the imposition of sanctions, which may include, but shall not be limited to, termination of the contract or lease, nonpayment, debarment or referral to the Office of General Counsel for appropriate civil or criminal referral.
7. **Subcontractors.** Contractor/Lessor shall include the provisions of these Enhanced Minimum Wage Provisions in every subcontract so that these provisions will be binding upon each subcontractor.

## CREATE SAP FUNDS COMMITMENT/RESERVATION

Document  
Number

Org Code

0620

Document Type FMZ1 for Funds Commitment 

Contact Person

Stephen Lantz

Document Type FMX1 for Funds Reservation 

Phone Number

610-205-6987

(mark one of the above - **do not** forward to Comptroller if FMX1)

Email

stelantz@pa.gov

Vendor

Name

Upper Uwchlan Township

Doc. Text

10-Year Winter Mun Agreement

Description and Justification: Total Agreement Value: \$9,056.71

| Line Item | Orig. Amount | Line Text                      | Vendor | Fund       | Budget Period | G/L Account | Cost Center | Order | WBS Element            |
|-----------|--------------|--------------------------------|--------|------------|---------------|-------------|-------------|-------|------------------------|
| 1         | 827.12       | 2025/2026 WINTER MUN AGREEMENT | 127733 | 1058200712 | 2025          | 6344450     | 7840620000  |       | T-OSNOWS09MSA-0620-712 |
| 2         | 843.66       | 2026/2027 WINTER MUN AGREEMENT | 127733 | 1058200712 | 2026          | 6344450     | 7840620000  |       | T-OSNOWS09MSA-0620-712 |
| 3         | 860.53       | 2027/2028 WINTER MUN AGREEMENT | 127733 | 1058200712 | 2027          | 6344450     | 7840620000  |       | T-OSNOWS09MSA-0620-712 |
| 4         | 877.74       | 2028/2029 WINTER MUN AGREEMENT | 127733 | 1058200712 | 2028          | 6344450     | 7840620000  |       | T-OSNOWS09MSA-0620-712 |
| 5         | 895.30       | 2029/2030 WINTER MUN AGREEMENT | 127733 | 1058200712 | 2029          | 6344450     | 7840620000  |       | T-OSNOWS09MSA-0620-712 |
| 6         | 913.21       | 2030/2031 WINTER MUN AGREEMENT | 127733 | 1058200712 | 2030          | 6344450     | 7840620000  |       | T-OSNOWS09MSA-0620-712 |
| 7         | 931.47       | 2031/2032 WINTER MUN AGREEMENT | 127733 | 1058200712 | 2031          | 6344450     | 7840620000  |       | T-OSNOWS09MSA-0620-712 |
| 8         | 950.10       | 2032/2033 WINTER MUN AGREEMENT | 127733 | 1058200712 | 2032          | 6344450     | 7840620000  |       | T-OSNOWS09MSA-0620-712 |

## Comptroller Use Only

Comments:

Approve  Reject 

Signature:

Date: / /

## CREATE SAP FUNDS COMMITMENT/RESERVATION

Document  
number

Org Code 0620

Document Type FMZ1 for Funds Commitment 

Contact Person Stephen Lantz

Document Type FMX1 for Funds Reservation 

Phone Number 610-205-6987

(mark one of the above - **do not** forward to Comptroller if FMX1)

Email stelantz@pa.gov

Vendor  
Name Upper Uwchlan Township

Doc. Text 10-Year Winter Mun Agreement

Description and Justification: Total Agreement Value: \$9,056.71

| Line Item | Orig. Amount | Line Text                      | Vendor | Fund       | Budget Period | G/L Account | Cost Center | Order | WBS Element            |
|-----------|--------------|--------------------------------|--------|------------|---------------|-------------|-------------|-------|------------------------|
| 1         | 969.10       | 2033/2034 WINTER MUN AGREEMENT | 127733 | 1058200712 | 2033          | 6344450     | 7840620000  |       | T-0SNOWS09MSA-0620-712 |
| 2         | 988.48       | 2034/2035 WINTER MUN AGREEMENT | 127733 | 1058200712 | 2034          | 6344450     | 7840620000  |       | T-0SNOWS09MSA-0620-712 |
| 3         |              |                                |        |            |               |             |             |       |                        |
| 4         |              |                                |        |            |               |             |             |       |                        |
| 5         |              |                                |        |            |               |             |             |       |                        |
| 6         |              |                                |        |            |               |             |             |       |                        |
| 7         |              |                                |        |            |               |             |             |       |                        |
| 8         |              |                                |        |            |               |             |             |       |                        |

## Comptroller Use Only

Comments:

Approve  Reject 

Signature:

Date: / /



UPPER UWCHLAN TOWNSHIP

Chester County, Pennsylvania

RESOLUTION NO. \_\_\_\_\_

A Resolution of Upper Uwchlan Township  
Statewide Local Share Assessment  
Grant Application

BE IT RESOLVED, that Upper Uwchlan Township of Chester County hereby requests a Statewide Local Share Assessment Grant of \$55,000.00 from the Commonwealth Financing Authority to be used for the funding of a Polaris UTV and associated trailer to haul the UTV to locations within Upper Uwchlan Township.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate Tony Scheivert, Township Manager, or Tom Jones, Chief of Police, as the officials to execute all documents and agreements between Upper Uwchlan Township and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Gwen Jonik, duly qualified Township Secretary of Upper Uwchlan Township, Chester County PA, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Board of Supervisors at a regular meeting held October 14, 2025, and said Resolution has been recorded in the Minutes of Upper Uwchlan Township and remains in effect as of this date.

**IN WITNESS THEREOF**, I affix my hand and attach the seal of Upper Uwchlan Township, this 14<sup>th</sup> day of October 2025.

Upper Uwchlan Township  
Name of Applicant

Chester County  
County

\_\_\_\_\_  
Gwen Jonik, Township Secretary



UPPER UWCHLAN TOWNSHIP

Chester County, Pennsylvania

RESOLUTION NO. \_\_\_\_\_

A Resolution of Upper Uwchlan Township  
Statewide Local Share Assessment  
Grant Application

BE IT RESOLVED, that Upper Uwchlan Township of Chester County hereby requests a Statewide Local Share Assessment Grant of \$150,000.00 from the Commonwealth Financing Authority to be used for the funding of a Wheel Loader for use in Upper Uwchlan Township.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate Tony Scheivert, Township Manager, or Michael Esterlis, Public Works Director, as the officials to execute all documents and agreements between Upper Uwchlan Township and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Gwen Jonik, duly qualified Township Secretary of Upper Uwchlan Township, Chester County PA, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Board of Supervisors at a regular meeting held October 14, 2025, and said Resolution has been recorded in the Minutes of Upper Uwchlan Township and remains in effect as of this date.

**IN WITNESS THEREOF**, I affix my hand and attach the seal of Upper Uwchlan Township, this 14<sup>th</sup> day of October 2025.

Upper Uwchlan Township  
Name of Applicant

Chester County  
County

Gwen Jonik, Township Secretary

# Upper Uwchlan Township

County of Chester, Commonwealth of Pennsylvania



## 2026 Budget

Adopted:

**Table of Contents**

|   | <u>Page</u> |
|---|-------------|
| <b>1. Executive Summary</b>                           |             |
| Table of Contents                                     | 1           |
| GFOA Distinguished Budget Presentation Award for 2024 | 2           |
| About Upper Uwchlan Township                          | 3           |
| Upper Uwchlan Township's Strategic Goals              | 7           |
| Description of the Township's Fund Structure          | 8           |
| Basis of Budgeting and Accounting                     | 12          |
| Budget Schedule                                       | 13          |
| Organization Chart                                    | 15          |
| Summary of Staff Positions                            | 16          |
| <b>2. General Fund</b>                                |             |
| Financial Policies                                    | 17          |
| Departmental Summaries and Budgets:                   |             |
| Police  | 39          |
| Police Budget   | 53          |
| Codes   | 54          |
| Codes Budget  | 61          |
| Public Works  | 62          |
| Public Works Budget                                   | 71          |
| <b>3. Solid Waste Fund</b>                            |             |
| Fund Summary  | 73          |
| Solid Waste Fund Budget                               | 77          |
| <b>4. Liquid Fuels Fund</b>                           |             |
| Fund Summary  | 78          |
| Liquid Fuels Budget                                   | 79          |
| <b>5. Glossary</b>                                    | 80          |



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Upper Uwchlan Township  
Pennsylvania**

For the Fiscal Year Beginning

**January 01, 2025**

*Christopher P. Morill*

**Executive Director**

**ABOUT UPPER UWCHLAN TOWNSHIP.....**



**Location of Chester County  
shown in red on map of Pennsylvania**

Upper Uwchlan Township is one of 73 municipalities that comprise Chester County, Pennsylvania, located in the northern part of the county. Chester County was one of the three original Pennsylvania counties created by William Penn in 1682. (*Philadelphia and Bucks Counties are the other two*). Chester County is the highest-income county in Pennsylvania.

Historically, the location of Chester County, lying between Philadelphia and the Susquehanna River, attributed to its growth. The first road towards the “west” (meaning Lancaster County) passed through the central part of Chester County. This road became known as Lincoln Highway and later, US Route 30. It is still known today as Lancaster Avenue in most of the Chester County towns it runs through. The first railroad (which became the Pennsylvania Railroad) followed a similar route and the Reading railroad followed the Schuylkill River to Reading. Industry was concentrated along the rail lines. The availability of transportation allowed workers to commute to urban jobs and suburbs sprang up in rural areas.

Chester County has fertile soil; rich loam as deep as twenty-four inches thick together with a temperate climate have made it a major agricultural area. Although development in Chester County has increased, agriculture is still a major part of the county’s economy. The number of horse farms is increasing and mushroom farming is a specialty in the southern portion of the county. Chester County is home to the famous Devon Horse Show and Radnor Hunt.

Upper Uwchlan Township was incorporated as a municipality in 1858. The Township contains 12.12 square miles. The main population center of the Township has grown surrounding the historic Eagle Tavern at the intersection of Route 100 and Little Conestoga Road. This area is known as the “Village of Eagle” and remains unincorporated. It is sometimes referred to as “Uwchland, which is the address of the closest Post Office. The name “Uwchland” was the result of a spelling error made by the Postal Service in the 1970’s when it established the 19480 zip code. Much of the area uses a Chester Springs address which has a zip code of 19425.

Route 100 is the only main state route going through Upper Uwchlan Township; it traverses north to south. Route 401 skims the northeastern edge of the township and meets Route 100 in West Vincent Township. There is easy access to Philadelphia and King of Prussia with the Pennsylvania Turnpike/Interstate 76 which cuts through the township, crossing over Route 100 in the far southern section of the township. The Turnpike interchange is located in Uwchlan Township and is only a few minutes from the Village of Eagle. There is no public transportation within the Township.

**ABOUT UPPER UWCHLAN TOWNSHIP.....continued**

The 2020 census shows that there are 12,275 residents of the Township vs. 11,227 and 6,850 in the census' of 2010 and 2000, respectively. The Township experienced significant development during the first decade of this century. There are 4,376 residential dwellings in the Township with a median value of \$561,600. This compares to a median value in Chester County of \$435,000 and \$226,200 in the Commonwealth of Pennsylvania.

The median family income in Upper Uwchlan Township in 2023 was \$186,688 compared to \$118,574 and \$73,170 for Chester County and the Commonwealth of Pennsylvania, respectively. Township residents are well educated. High school graduates comprise 97.0% of the Township population; 75% have obtained a bachelor's degree or higher.

The ten largest employers in Upper Uwchlan provide over 1,700 jobs. Most businesses within the Township are small retail or professional offices.

Marsh Creek State Park is located in Upper Uwchlan and Wallace Townships. It is the location of the 535 acre man-made Marsh Creek Lake which was created when Marsh Creek was dammed in the early 1970's. It has an average depth of 40 feet (73 feet at its deepest); it is stocked with fish and is a stop for migrating waterfowl. Fishing and non-powered or electric powered boats are permitted. A portion of the Park is open to hunting. There are about 12 miles of trails available for equestrian use, hiking and mountain biking around the lake.

The Township owns over 90 acres of passive and active recreational land in four parks – Upland Farms (56 acres), Hickory Park (32 acres), Fellowship Fields (17 acres) and Larkins Field (7.2 acres). *Refer to the section on "Township Parks" for more information.*

Upper Uwchlan Township has its own police force and is served by four fire companies from surrounding Townships and three EMT organizations.

Each year, on the Saturday before Father's Day, the Township holds a "Block Party" during which a portion of Route 100 is closed to hold the event. Local vendors participate in this street fair and there are many activities for families with young children. Fireworks cap off the evening.

**Additional Demographic Information about Upper Uwchlan Township**

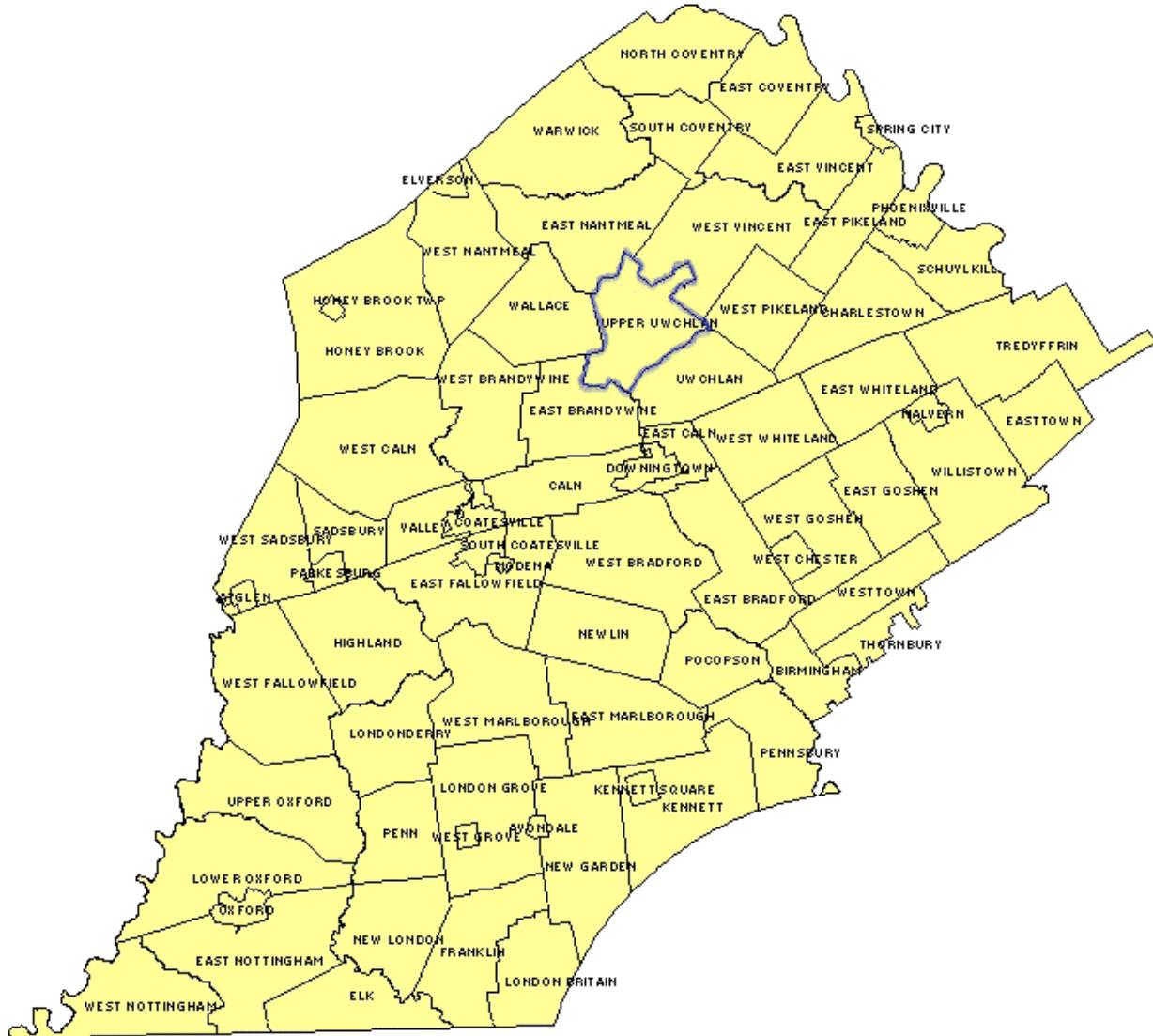
According to the U.S. Census Bureau (2022), the median age of township residents is 40.3 years; 60% of residents are between the ages of 18 and 64. Males and females each account for 50% of the population. The ethnicity of residents is 65% white, 24% Asian, 2% black and the remaining 9% from other ethnic groups. The foreign-born population is 19.5% of the total, with 82% pf them having been born in Asia and 10% in Europe. Married couples comprise 67% of the population. The poverty rate is extremely low; 2% of seniors are living below the poverty level and there are no children in Upper Uwchlan living below the poverty level.

**Top Ten (10) Employers in Upper Uwchlan Township**

| <b>Employer</b>                      | <b>Number of Employees</b> |
|--------------------------------------|----------------------------|
| Frontage Laboratories, Inc.          | 404                        |
| Kensey Nash Corporation              | 375                        |
| Takeda Pharmaceuticals America, Inc. | 166                        |
| PAG Pennsylvania CS LLC              | 140                        |
| Fedex Freight, Inc.                  | 138                        |
| Acme Markets, Inc.                   | 123                        |
| C B Enterprises Inc.                 | 118                        |
| Innovative Solutions & Support       | 109                        |
| Takeda Pharmaceuticals USA Inc.      | 106                        |
| Kinetic Physical Therapy LLC         | <u>97</u>                  |
| Total Employees                      | 1,776                      |

Please refer to the map of Chester County on the next page for the location of Upper Uwchlan Township in the northern central part of the county.

## MAP OF CHESTER COUNTY MUNICIPALITIES



## UPPER UWCHLAN TOWNSHIP'S STRATEGIC GOALS

### ***Health and Safety***

- Provide customer based, proactive, responsive law enforcement by an accredited law enforcement agency
- Maintain and support a high-quality emergency response system
- Continued investment in social and recreational opportunities for our residents
- Maintain the quality of life and the health, safety, and welfare through the administration of all applicable codes, regulations and standards to include, but not limited to: Township codes, building codes, the property management code, and the International Fire Code

### ***Thriving Local Economy***

- Invest in, maintain, and manage vehicular and pedestrian networks
- Encourage economic vitality through appropriate zoning, land development, and infrastructure improvement

### ***Protect Natural Resources and Systems – Marsh Creek and Pickering Creek Watersheds***

- Continue the public sanitary sewer expansion, as outlined in the Township's approved ACT 537 plan.
- Protect the local watershed by appropriately managing storm water infrastructure via the development and management of a Water Resource Protection program
- Continued collaboration on projects such as the Brandywine Creek Greenway

### ***Governance - Inclusive Government***

- Significantly increase citizen understanding, access to and participation in Upper Uwchlan Township local government
- Participation and dissemination of information via various social media outlets
- Become a vision and goal-driven organization that is accountable to the residents of the Township

### ***Effective and Efficient Township Services***

- Define levels of service for township services: benchmark services against comparable municipalities and scrutinize the current processes to maximize efficiency
- Become a vision and goal-driven organization that is accountable to the residents of the Township
- Protect and preserve investment in public facilities
- Continue to identify and employ technological advances to promote access, maximize efficiencies and increase productivity of employees

The Strategic Goals noted above were determined through the collaboration of the Board of Supervisors, Township staff and the various Boards and Commissions that represent the residents. Also taken into consideration are the public comments from the monthly Board of Supervisors and Planning Commission meetings. Township goals are reviewed and updated whenever there is a change in members of the Board of Supervisors.

## DESCRIPTION OF THE TOWNSHIP'S FUND STRUCTURE

Upper Uwchlan Township uses several Funds to account for its fiscal transactions. Each Fund is a separate accounting and reporting entity. As such, its assets will equal the total of its liabilities and fund balance (also known as net assets or equity). In governmental accounting, funds are classified as **governmental funds, proprietary funds or fiduciary funds**.

Governmental funds account for the activities of the Township that are not considered proprietary (business-type) or fiduciary. There are two types of proprietary funds – enterprise funds and internal service funds. The Township's proprietary funds are **enterprise funds** - they operate in a manner similar to a private business. Their intent is to recover the costs of providing services to the general public on a continuing basis through user fees. Fiduciary funds account for "other people's money" that the Township is responsible for. The Township does not have any internal service funds at this time.

The budgetary funds and their descriptions are as follows:

### MAJOR GOVERNMENTAL FUNDS

**General Fund** – The *General Fund* is the Township's main operating fund. The *General Fund* is used to account for and report all financial resources not accounted for and reported in another fund, either by law or Generally Accepted Accounting Principles (GAAP). All of the Township's real estate property taxes and earned income tax revenues are receipted into the *General Fund*. The majority of Township expenditures are made from the General Fund, including salaries and all employment benefits for Township employees.

**Solid Waste Fund** – The *Solid Waste Fund* is a special revenue fund which is used to account for all revenues and expenses related to the collection of trash and recycling in the Township. This Fund was created on January 1, 2012 and was separated from the General Fund at that time. The main source of revenue consists of solid waste payments made by residents. The primary expenditures are payments made for trash and recycling collection, as well as payments made to the Chester County Solid Waste Authority for tipping fees for disposal of solid waste at its location.

**Capital Projects Fund** – The *Capital Projects Fund* is a governmental fund that is used to account and report on financial resources that are restricted, committed or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The *Capital Projects Fund* receives its revenue from inter-fund transfers from the General Fund and/or Solid Waste Fund or from grants. Payments on the Township's debt are made from the *Capital Projects Fund*.

**NON-MAJOR GOVERNMENTAL FUNDS**

**Liquid Fuels Fund** – The *Liquid Fuels Fund* is a special revenue fund which is used to account for all revenues and expenses related to Liquid Fuels receipts from the Commonwealth of Pennsylvania. The *Liquid Fuels Fund* is restricted by statute; it can only be used for specific expenses related to the maintenance of roads within the Township. All revenues, except for interest, are received from the Commonwealth from a formula based on the mileage of Township roads and the population of the Township.

**Water Resource Protection Fund** – originally named *The Storm Water Management Fund*, this Fund was established in 2014 to account for expenses associated with managing, improving and repairing storm water infrastructure throughout the Township.

**Act 209 Fund** – The *Act 209 Fund* is a special revenue fund which is used to account for all revenues and expenses relating to traffic flow improvement within the Township. All revenues are received from Act 209 Traffic Impact fees for land development projects and from the Commonwealth of Pennsylvania through applicable grants. Expenditures are made for road and bridge improvements as part of the Traffic Impact Project. This fund is legally restricted.

**PROPRIETARY FUNDS**

**Sewer Fund** – The *Sewer Fund* was established in 2014 and reports the resources necessary for the operations of the Upper Uwchlan Township Municipal Authority (“Municipal Authority”). The capital assets used by the Municipal Authority in its business (sewer treatment plants, land, pump stations, etc.) are owned by the Township and are leased to the Sewer Authority. In 2014, Upper Uwchlan Township issued General Obligation bonds to finance the construction of Phase II of the Route 100 Wastewater Treatment Plant. The proceeds of the bond offering and all related liabilities and payments to bond holders are recorded in the Sewer Fund.

**Sewer Authority** – The *Sewer Authority* accounts for the activities of the Upper Uwchlan Township Municipal Authority which operates the Township’s sewer system. As stated above, the capital assets used to operate the sewer system are owned by Upper Uwchlan Township and are leased to the Municipal Authority. The Municipal Authority has a separate five member Board; members are appointed by the Upper Uwchlan Township Board of Supervisors. The budget for the Municipal Authority is not included in this document as it is a separate, stand-alone organization which issues its own set of annual audited financial statements.

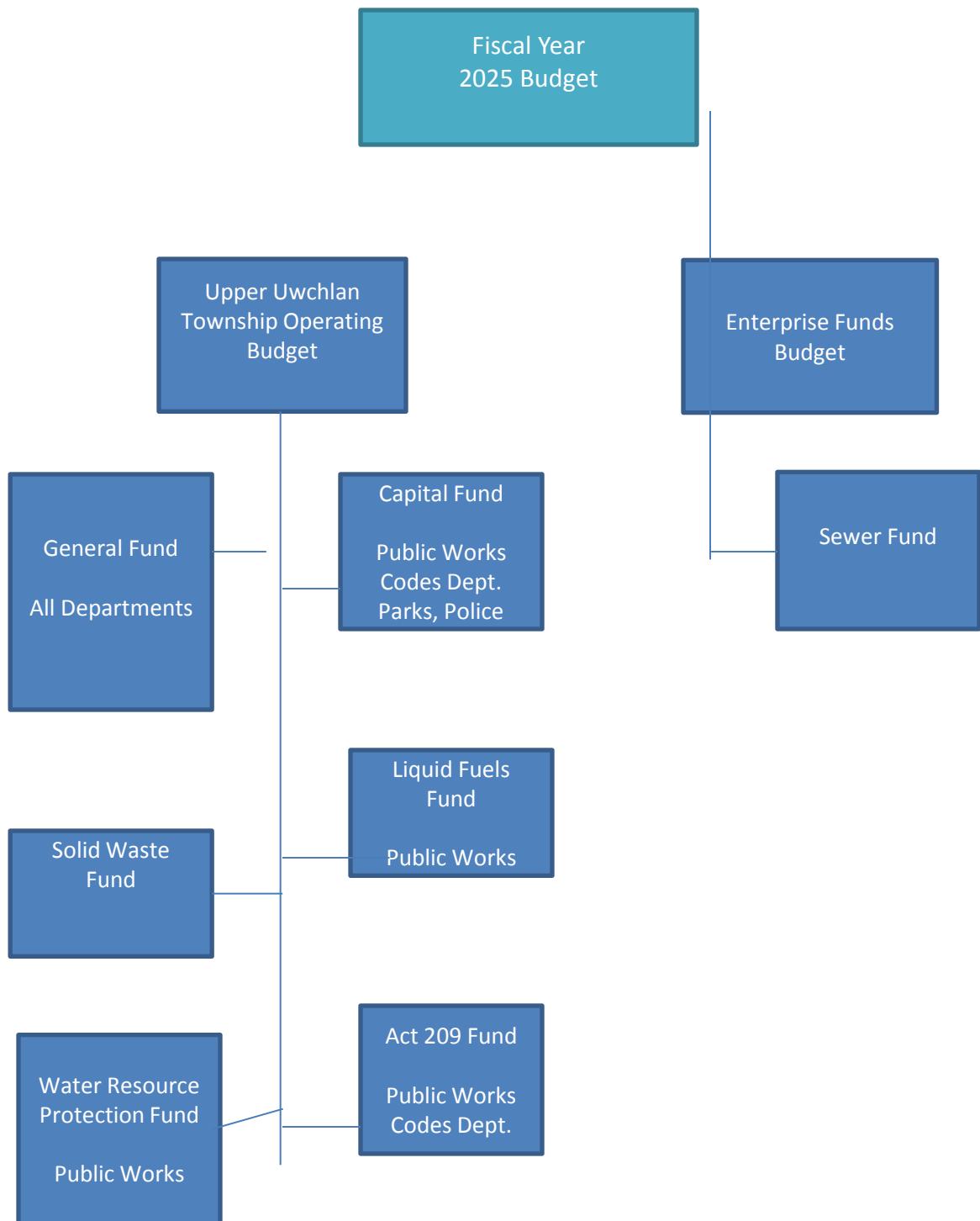
***FIDUCIARY FUNDS***

**Developer's Escrow Fund** – For large projects, the Township requires developer's to deposit cash with the Township to pay for costs the Township will incur during the process of approving plans for the development. These costs normally consist of consulting fees for engineers or other experts and attorney fees. At the conclusion of the project, any unused funds on deposit are returned to the developer. The *Developer's Escrow Fund* is not included in this budget document. It is included in the annual audited Upper Uwchlan Township Basic Financial Statements.

The Township also has two fiduciary funds – the **Police Pension Plan** and the **Non-Uniform Pension Plan**. ("the plans"). Both plans are managed by an outside administrator and are in the custody of a bank; both were chosen by the Pension Committee (see note below) and approved by the Board of Supervisors. The plans are audited annually and separate audited financial statements are issued. They are not included in this budget document, but are included in the Upper Uwchlan Township Basic Financial Statements.

Note – The Pension Committee members include: one member of the Board of Supervisors, the Township Manager, Township Treasurer, Chief of Police and two members of the Police Department.

# UPPER UWCHLAN TOWNSHIP RELATIONSHIP BETWEEN FUNDS AND DEPARTMENTS



This chart shows the departments that primarily provide services to each of the Township Funds. The General Government and Executive departments are involved with all of them.

## BASIS OF ACCOUNTING AND BUDGETING

### **Basis of Budgeting**

All of the funds are budgeted using the modified accrual method of accounting. Modified accrual accounting recognizes revenues when they become measurable and available. **Measurable** means that the dollar amount of the transaction is known. **Available** means that it is collectible within the current period, or soon enough after the end of the current period to pay liabilities of the current period. For this purpose, the Township considers revenues to be available if they are collected within 30 days of the reporting period. Expenditures are generally recorded when a liability is incurred. An exception to this applies to debt service payments and compensated absences which are recorded only when a payment is due.

### **Accounting Basis**

The basis of accounting refers to when revenues and expenditures or expenses are recorded in the accounting records and reported in the financial statements. The Township's basis of accounting is the same as that used for budgeting. Exceptions are as follows:

- Depreciation and amortization, which are considered expenses on the modified accrual basis of accounting are ignored under the budget basis because these items do not require an expenditure of funds. They are not included in the Township's General Fund and all other budgets except the Sewer Fund budget.
- Compensated absences are not budgeted, but will be reflected in the annual financial statements as an expense and liability.
- Principal debt payments are budgeted as an expense in the Capital Fund and are adjusted at year-end against the liability.

**BUDGET SCHEDULE**

| Activity   | Recommended Date                      | Date Required by Statute |
|--|---------------------------------------|--------------------------|
| Department heads review 2025 actuals in preparation for 2026 budget meetings   | August 21, 2025                       |                          |
| Department heads notify Treasurer and Township Manager of any large increases they are submitting in the 2026 Budget (ie – personnel, capital)   | August 29, 2025                       |                          |
| Treasurer prepares initial budget worksheet: <ul style="list-style-type: none"> <li>• Estimates revenue based on current year actuals and prior year trends</li> <li>• Estimates salary and benefits based on current staffing levels</li> </ul> | August 29, 2025                       |                          |
| Department heads submit data for 2025/2026 actual performance measures   | September 10, 2025                    |                          |
| Department heads meet with Township Manager and Treasurer to review goals for 2026   | September 22, 2025                    |                          |
| Treasurer incorporates requests from department heads into budget and updates minor expense line items   | September 26, 2025                    |                          |
| Capital budget items are reviewed  | October 1, 2025                       |                          |
| Treasurer prepares and delivers the initial 2026 Budget package to the Board of Supervisors for their review   | October 10, 2025                      |                          |
| Initial presentation of the 2026 Budget to the Board of Supervisors for the following departments:<br><i>Police</i><br><i>Codes</i><br><i>Public Works</i><br><i>Solid Waste Fund</i><br><i>Liquid Fuels Fund</i>                                | October 14, 2025<br>(public Workshop) |                          |

## Upper Uwchlan Township Budget - 2026

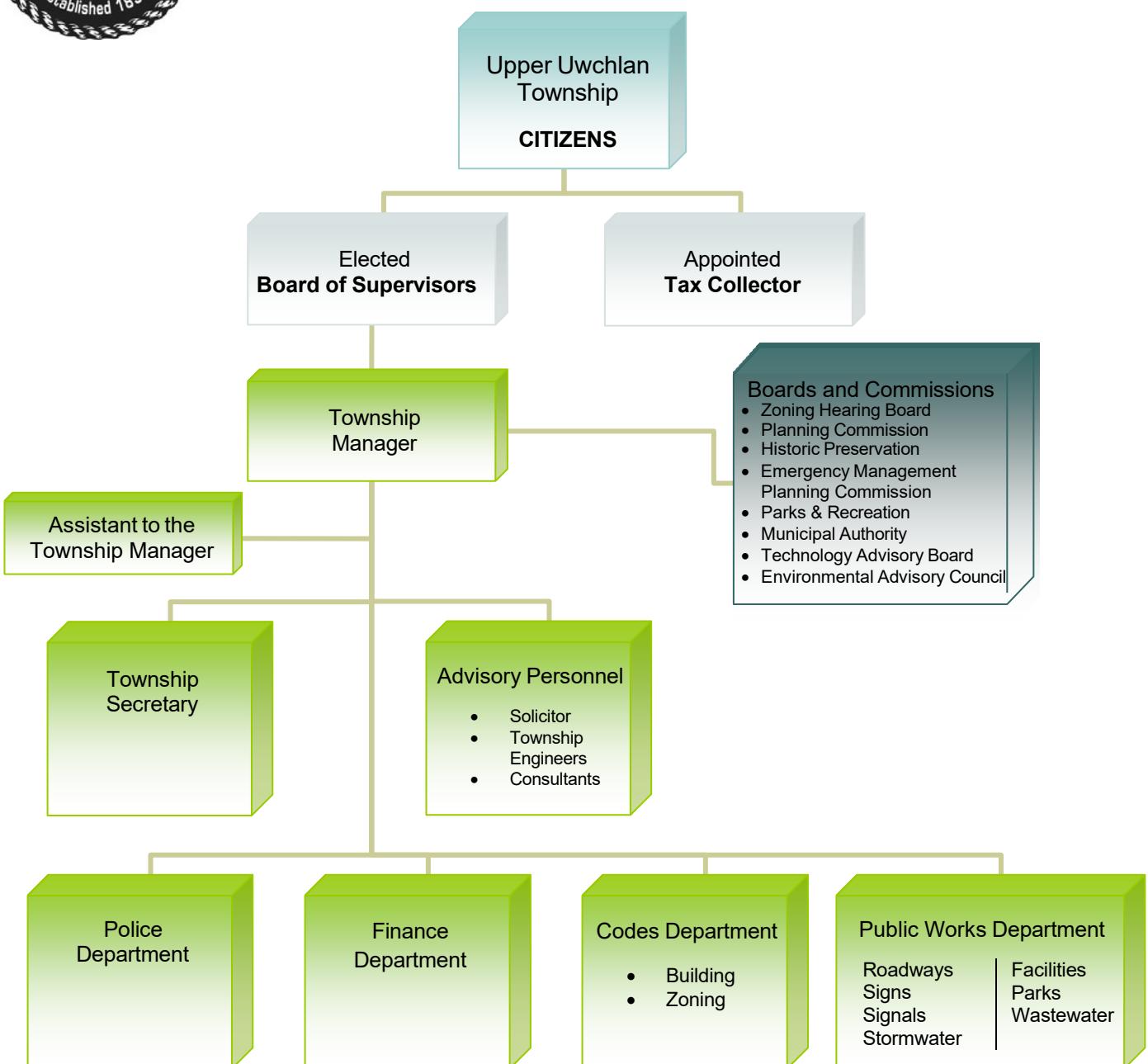
| Activity   | Recommended Date                    | Date Required by Statute |
|--|-------------------------------------|--------------------------|
| The following departments present their budgets to the Board of Supervisors:<br><i>General Government</i><br><i>Executive</i><br><i>Audit &amp; Tax</i><br><i>Legal and Computer</i><br><i>Engineering</i><br><i>Township Properties</i><br><i>Planning and Zoning</i><br><i>Parks</i><br><i>Commissions</i><br><i>Other Services</i><br><i>Long Term Debt</i><br><i>Capital Fund</i><br><i>Water Resource Protection Fund</i><br><i>Sewer Fund</i><br><i>Act 209 Fund</i> | November 11, 2025                   |                          |
| Township Manager requests Supervisors to authorize advertising the budget  | November 11, 2025 (public workshop) |                          |
| Budget is advertised in the Daily Local News as required by Pa. Statute ( <i>20 business days prior</i> )  | November 13, 2025                   | November 15, 2025        |
| Supervisors discuss budget, request any final changes (if necessary)   | December 9, 2025                    |                          |
| Township Manager presents the final budget to the Supervisors and recommends voting to accept it   | December 15, 2025 (public meeting)  | December 31, 2025        |

### Process for Budget Amendments

The Second Class Township Code of Pennsylvania permits an Adopted Budget to be re-opened and revised during the month of January following the election of any new member of the Board of Supervisors. The amended Budget must be advertised to provide the public with ten (10) days to inspect and review the new Budget prior to its legal adoption. Any amended budget must be adopted by the Board of Supervisors on or before the fifteenth (15<sup>th</sup>) day of February. The budget may be amended at any time during the year.



## UPPER UWCHLAN TOWNSHIP ORGANIZATIONAL CHART



EMS and Fire services are provided by the following agencies: Uwchlan Ambulance (Station 87), Lionville Fire Department (Station 47), Ludwig's Corner Fire Department (Station 73), East Brandywine Fire Department (Station 49), and the Glenmoore Fire Department (Station 48)

### SUMMARY OF STAFF POSITIONS

|                                   | 2026      | 2025      | 2024      |
|-----------------------------------|-----------|-----------|-----------|
| <b><u>Full Time:</u></b>          |           |           |           |
| Executive                         | 6         | 6         | 6         |
| Codes Department                  | 3         | 3         | 3         |
| Police Department                 | 18        | 18        | 18        |
| Public Works Department           | 8         | 8         | 8         |
| Public Works – Facilities         | 3         | 3         | 3         |
| <b>Total</b>                      | <b>38</b> | <b>38</b> | <b>38</b> |
| <br>                              |           |           |           |
| <b><u>Part Time/Seasonal:</u></b> |           |           |           |
| Executive                         | 1         | 1         | 0         |
| Codes Department                  | 0         | 0         | 1         |
| Police Department                 | 0         | 0         | 0         |
| Public Works Department           | 0         | 0         | 0         |
| Public Works – Facilities *       | 0         | 0         | 0         |
| <b>Total</b>                      | <b>1</b>  | <b>1</b>  | <b>1</b>  |

*Statistics are as of the end of each year presented. The Public Works Department hires three to four seasonal workers during the summer months – usually May through September - to maintain the grass in the Township parks and near roadways. They are not included in the numbers presented above because they are not employed on December 31.*

More detailed information on staffing is provided in each of the above departmental summaries.

## FINANCIAL POLICIES

Financial policies provide a framework for making annual budgetary and other financial decisions. The Township has the following accounting and financial policies in place:

- Capitalization Policy
- Maintaining a Balanced Budget
- Fund Balance Policy
- General Cash Receipts Policy
- Utility Billing Policy
- Investment Policy
- Contribution Policy
- Debt Management Policy

### CAPITALIZATION POLICY

#### **POLICY PURPOSE**

It shall be the policy of Upper Uwchlan Township to apply accounting principles in accordance with generally accepted accounting principles ("GAAP"). GAAP includes all relevant Governmental Accounting Standards Board ("GASB") pronouncements. This policy relates to the capitalization of capital assets and also describes what does not qualify for capitalization.

#### **SCOPE**

This policy applies to Upper Uwchlan Township's Governmental and Proprietary Funds.

#### **RESPONSIBILITY**

The Treasurer is responsible for maintaining and revising this policy with the review and approval of the Township Manager.

#### **POLICIES AND GOALS**

##### **Applicability**

This policy is applicable to every capital asset purchased or received by donation that has an initial cost of \$5,000 (\$10,000 in the case of infrastructure assets) or more.

##### **Definition of a Capital Asset**

A capital asset has an initial cost of \$5,000 or more and an estimated useful life in excess of one year. Such assets are recorded at historical cost, if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

Major outlays for capital assets and improvements are capitalized as projects are constructed, inclusive of ancillary costs.

Certain costs can exceed \$5,000 and are not deemed to be capital in nature. Painting a building is one example of a cost that is incurred but which is deemed to be a maintenance expense and not capitalizable. However, if a truck was purchased and the truck was being painted a special color prior to delivery to us, the painting would be capitalized as part of the truck purchase since it occurred at the time of purchase and added to its value.

**Depreciation Method**

The Township's capital assets are depreciated using the straight line method over the following estimated useful lives:

|                         |               |
|-------------------------|---------------|
| Land improvements       | 10 – 30 years |
| Buildings               | 40 years      |
| Building improvements   | 7 - 40 years  |
| Infrastructure          | 50 years      |
| Machinery and equipment | 5 – 20 years  |
| Vehicles                | 5 – 18 years  |

The half-year convention is used to record depreciation. Under this convention, half of the normal depreciation is recorded in the first and last year of an asset's estimated useful life.

**POLICY FOR MAINTAINING A BALANCED BUDGET**

**ADOPTED: November 12, 2019**

**PURPOSE OF THE POLICY**

This policy provides guidance and ensures that there is a common understanding among the elected officials, staff and the community concerning what a structurally balanced budget is, and the Township's intent to maintain it from year to year. The intention of the policy is to demonstrate a commitment to long term financial planning and sound fiscal policy.

**APPLICABILITY OF THE POLICY**

The Balanced Budget policy is applicable to Upper Uwchlan Township's General Fund only.

## **ACHIEVING AND MAINTAINING A BALANCED BUDGET**

A **structurally balanced budget** is one in which recurring revenues exceed or equal recurring expenditures. In other words, where the net income is positive. Incurring a net loss in any year would mean that the budget was not balanced. In Pennsylvania, a budget can be “balanced” by using fund reserves but then it would not be considered structurally balanced. A true structurally balanced budget is one that supports financial sustainability for multiple years into the future.

**It is the intention of Upper Uwchlan Township to adopt a structurally balanced budget each year.**

*Recurring revenues* are the portion of the municipality’s revenues that are expected to continue year to year in a predictable manner. Examples are: real estate property taxes, real estate transfer taxes, earned income taxes, building permits, cable franchise fees, and intergovernmental revenues. In preparing each year’s budget, Township staff knows that we will have these recurring revenues but whether they can be expected to increase in the following year – or to decrease – is a matter of judgement. It is necessary to take into account the broader economic view of what is happening in the United States and in our area. Is a recession expected? Are housing prices going up or down? How will that affect recurring tax revenues? What is expected in terms of home building in the Township?

*Recurring expenditures* include salaries and benefits, pension costs, payroll taxes, vehicle maintenance, insurance, supplies, travel and training etc. Recurring expenditures are those that can reasonably be expected to be consistent year to year (with expected cost of living increases) and which are required to maintain service levels. Governments recognize that they have a greater degree of flexibility in controlling non-recurring expenditures than recurring ones.

*Reserves* are the portion of fund balance that is set aside as a hedge against future downturns in revenue. The Township has defined the minimum amount of funds that should be held in reserve in the Fund Balance Policy. Maintaining that minimum amount of Fund Balance and growing it each year is an indication of a structurally balanced budget.

The Township has been very successful in taking a conservative approach to budgeting. Such an approach is consistent with good accounting practices – budgeting for expenditures to be higher and revenues lower than might be expected.

## **REMEDY FOR NON-COMPLIANCE**

If circumstances are such that the budget is not structurally balanced in a future period, and it is balanced only because it is using existing fund reserves, there must be a plan put into place to specify how and when the budget will again be structurally balanced. The plan should include the following:

- Cause of the budget imbalance
- Amount of time to return to a structurally balanced budget
- Annual amount of catch-up to return to a balanced position

## **RESPONSIBILITY FOR THE POLICY**

The development and responsibility of the Balanced Budget Policy rests with the Treasurer.

## **FUND BALANCE POLICY**

(In Conformity with GASB Statement No. 54)

ADOPTED: June 16, 2014

### **PURPOSE OF FUND BALANCE**

Upper Uwchlan Township believes in sound fiscal management and understands that keeping adequate working capital is fiscally responsible and advantageous for both the township and the taxpayers. The fund balance is an important measure of economic stability. It is essential that the Township maintain adequate levels of unreserved fund balance to provide the capacity to provide sufficient cash flow for daily financial needs; offset significant economic downturns or revenue shortfalls; secure and protect the bond rating of the Township; and provide funds for unforeseen expenditures related to emergencies.

### **DEFINITIONS**

**Fund Balance.** Net assets, which is the difference between assets and liabilities in a governmental fund, is considered Fund Balance.

The Governmental Accounting Standards Board (GASB), which establishes financial reporting rules for governments, separates fund balance into five classifications that comprise a hierarchy based primarily on the restrictions placed on the funds.

1. **Non-spendable:** That portion of the fund balance that cannot be spent because they are either in a non-spendable form or legally or contractually required to be maintained intact. Examples include inventories, prepaid items, account receivables and other current assets that are consumed in the course of operations and cannot be converted to cash or are not expected to be available to pay current liabilities.
2. **Restricted:** That portion of the fund balance that is constrained to be used for a specific purpose as per an external party or law. These restrictions include such things as debt covenants' or constraints imposed by legislation or federal and state agencies on the use of intergovernmental revenues, such as grants and contracts.
3. **Committed:** That portion of the balance that is to be used for a specific purpose as per Township resolution or ordinance. These funds may only be spent for the purpose intended by the resolution or ordinance and can only be uncommitted by the same action taken to commit the funds. Action to commit resources should occur prior to the fiscal year end.
4. **Assigned:** That portion of the fund balance that is intended to be used for a specific purpose as established by the Treasurer or Township Manager. Assigned resources do not require formal action of the governing body. Assigned fund balance can reflect the

appropriation of a portion of existing fund balance to eliminate a projected deficit in the subsequent year's budget.

5. **Unassigned:** That portion of the fund balance that represents expendable available financial resources that can be used to meet contingencies and cash flow requirements. It is the residual after the non-spendable, restricted, committed and assigned portions are deducted from the total fund balance.

**Considerations.** Credit rating agencies and others monitor the levels of fund balance in the general fund as an important indicator of the Township's economic condition. While credit agencies have always analyzed fund balance as part of their evaluation of credit-worthiness, increased attention has been focused on determining sufficient levels due to recent events in the credit markets.

The size of the fund balance is an important, but not the only consideration in the Township's rating. Other important factors are the reliability of a government's revenue sources, economic conditions, employment base, cash position, debt ratios, budget management, and fiscal decisions made by the governing body.

The Government Finance Officer's Association of the US & Canada (GFOA) recommends, *at a minimum*, that general-purpose governments, regardless of size, maintain unreserved fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures.

#### **FUND BALANCE POLICY**

It is the policy of Upper Uwchlan Township to maintain a minimum unassigned fund balance in the general fund equal to 35% of all general operating expenditures (before any transfers to other funds) in the preceding fiscal year measured on a Generally Accepted Accounting Principles (GAAP) basis. In the event that the unassigned general fund balance drops below this minimum level, the Township shall plan to adjust budgeted resources in the subsequent fiscal years to restore the balance. Except in extraordinary circumstances, unassigned fund balance should not be used to fund any portion of the ongoing and routine year-to-year operating expenditures of the Township. It should be used primarily to insure adequate assigned balances, to respond to unforeseen emergencies, to provide cash flow, and to provide overall financial stability.

Amounts in excess of the targeted 35% shall be used for capital improvements or other one-time expenditures as authorized by the Board of Supervisors.

The General Fund assigned and unassigned fund balance shall be used as a revenue source to balance the general operating budget under the following conditions:

- a. It will be used for "one-time" expenditures.
- b. If used to fund reoccurring expenditures of the next fiscal year, future budget decisions will revolve around finding resources to continue funding these expenditures.

Board action must be taken to establish the types of assignments prior to the fiscal year end but will delegate to the Treasurer the determination of the proper amounts that are required.

## **POLICY ADMINISTRATION**

The Treasurer shall be responsible for monitoring and reporting the Township's various assignments. The Township Manager is directed to make recommendations to the Board of Supervisors on the use of unassigned funds both as an element of the annual operating budget submission and from time to time throughout the year as needs may arise.

### **GENERAL CASH RECEIPTS POLICY**

ADOPTED: May 16, 2016

## **POLICY PURPOSE**

It shall be the policy of Upper Uwchlan Township to develop, encourage, and enforce a controlled environment for the receipt and processing of all revenues. The ultimate goal is to ensure that proper controls exist over all receipts in accordance with generally accepted accounting principles (GAAP), local ordinances and state laws. This policy describes the guidelines associated with the receipt of Township revenues.

## **SCOPE**

This policy applies to Upper Uwchlan Township's Governmental and Proprietary Funds.

## **RESPONSIBILITY**

The Treasurer is responsible for maintaining and revising this policy with the review and approval of the Township Manager.

## **POLICIES AND GOALS**

### **Applicability**

This policy is applicable to every Township department involved in handling any Township cash or checks. Employees with any type of cash handling function are required to be familiar with the requirements of this policy.

### **Segregation of Duties**

Cash handling operations must be subject to daily supervisory review and management. To minimize the potential for mistakes or misappropriation of cash, the segregation of cash handling duties is mandatory. The duties of collecting cash, maintaining documentation, preparing deposits and reconciling records should be separated among different individuals. In departments where separation

of duties is not feasible, strict individual accountability and review of the funds by management is required.

### **Safekeeping**

Departments handling cash are responsible for the safekeeping of these Township assets. The following general guidelines should be followed to help maintain the integrity of those areas handling cash and checks:

- Unauthorized persons are not allowed in areas when cash is being handled
- Large sums of cash should be counted and handled out of sight of the general public
- Cash should never be left unattended. If an employee leaves his or her desk, for any reason, cash must be appropriately secured and locked.
- For overnight storage, cash and checks should be locked in the safe located in the Finance Department
- Under no circumstances should an individual keep Township cash with their own personal funds, deposit Township funds in a personal bank account or take Township fund's to one's home for safekeeping

### **Incoming Revenues**

Aside from the separate Policy on Utility Billing Cash Receipts and Collection Policy or Real Estate Tax Collection Policy, Upper Uwchlan Township receives funds for a number of other reasons.

The Township's various departments collect fees for the services they provide. The Codes Department collects fees for permits, refinance certifications, zoning permits and hearings, and usage of the Township's recreational fields. Fees are collected for engineering reviews of subdivision and land development-plan submittals. The Police Department collects fees for accident reports, background checks and motor vehicle and ordinance violations. The Finance Department receives additional sources of revenue which include, but are not limited to, earned income and local service taxes, realty transfer taxes, cable franchise fees, cell tower rentals and intergovernmental revenues.

### **Collection of Revenues**

The Township collects the aforementioned revenues in a variety of ways:

1. Mail delivery to the Township Office
2. Cash or check collections at the Township Office
3. Secure drop box at the exterior of the Township Office
4. Police collection
5. ACH transactions

All mail is opened and checks are recorded in a log at the counter and then forwarded to the Finance Department. A member of the Finance Department retrieves deposits from the secure drop box several times a week. The box is checked on a daily basis immediately after bills are mailed and on days surrounding the time that bills are due. Receipts are given to everyone who brings cash or checks to the

Township Office and they are also recorded in the log book before being turned over to the Finance Department. Receipts must always be given to anyone who is paying in cash.

The Police Department has separate policies concerning the receipt and safekeeping of any cash or checks received by the Department. Any monies collected by the Police Department are turned over to the Finance Department by the next day.

All ACH transactions are recorded in the general ledger by the Treasurer.

**Revenue Recognition**

It is important that all revenues received are recorded accurately into the township's financial software. The Finance Department has the responsibility for entering all receipts accurately and in a timely manner. The majority of checks are entered via check scanners provided by the two banks that the Township uses as depositories. Checks that will not scan properly, and cash, must be physically deposited at one of the two banks.

**Petty Cash**

The Township maintains a small amount of petty cash on hand to be used for small cash expenses that may be incurred from time to time. Petty cash is kept in the locked safe. A nominal amount of cash is maintained at the counter to make change and is kept in a locked drawer in the desk. Receipts are turned over to the Finance Department when the amount reaches or exceeds \$50.00 on hand.

**UTILITY BILLING CASH RECEIPTS AND COLLECTIONS POLICY**

ADOPTED: May 16, 2016

**PURPOSE OF THE UTILITY BILLING CASH RECEIPTS AND COLLECTIONS POLICY**

The purpose of this policy is to establish guidelines for both the receipt of payments for Solid Waste & Recycling and Sewer services and the timely collection of delinquent accounts resulting from non-payment.

**SCOPE**

This policy is intended to apply only to billings for Sewer and Solid Waste and Recycling.

**RESPONSIBILITY**

The Treasurer is responsible for maintaining and revising this policy with the review and approval of the Township Manager.

## **BILLINGS FOR SERVICES**

### Solid Waste and Recycling

The Township contracts with an outside contractor to provide Solid Waste and Recycling Services to the Township. The contract with the outside contractor typically has a term of three years and is subject to the bid process outlined in the Second Class Township Code. All **occupied residential properties** as defined in Chapter 148 of the Township Code are provided this service by the Township except for the developments who are providing it through the Homeowner's Association. Those developments are:

- Marsh Harbour
- Mews at Byers Station (condominiums)

The Township invoices the residential properties on an annual basis. The service period extends from February 1 until January 31 of the following year. Invoices for the annual period are mailed at the end of January and are due according to the following schedule:

|                                   |                     |
|-----------------------------------|---------------------|
| • Discount of 2%                  | March 31            |
| • In full, no discount or penalty | September 30        |
| • Penalty of 10%                  | October 1 and later |

In August, reminder letters are mailed to those residents who have not paid their balances in full. The penalty will be applied to accounts which have a balance on October 1.

Commercial establishments are required to provide and pay for their own Solid Waste and Recycling services. They are subject to the Township's Solid Waste and Recycling ordinances.

### Sewer

The Upper Uwchlan Township Municipal Authority is responsible for the operation of the sewer system in Upper Uwchlan Township. It has delegated the responsibility for billing sewer services to Township personnel. Residential customers pay a flat fee. Commercial customers are billed one quarter in arrears based on water usage as metered by the local water company. Sewer bills are mailed on a quarterly basis according to the following schedule:

| Service Period          | Bills Mailed   | Payment Due |
|-------------------------|----------------|-------------|
| January 1 – March 31    | End of January | February 28 |
| April 1 – June 30       | End of April   | May 31      |
| July 1 – September 30   | End of July    | August 31   |
| October 1 – December 31 | End of October | November 30 |

Due dates may be adjusted so they do not fall on a weekend.

## **RECEIPT OF PAYMENTS**

Payments may be received in three ways: by U.S. mail to the Township building or the post office box at the Uwchland Post Office; in person at the Township building – at the secure drop box outside or at the Office; or electronically via our website.

While we discourage payments in cash, they will be accepted at the Township Office. A receipt must be given for all payments made in cash at the Township Office window.

## **PENALTY AND INTEREST**

If payment is not received on or before the scheduled deadlines, penalty and/or interest charges will be applied to the account according to the appropriate Township ordinance for the service rendered.

### *Solid Waste and Recycling*

Upper Uwchlan Township's Ordinance #2012-02 amended the Code of Upper Uwchlan Township, Chapter 148, titled "Solid Waste and Recycling" to authorize the collection of interest on delinquent accounts. It specifies the following:

- All collection service charges billed and unpaid on their respective due dates shall incur a ten-percent (10%) penalty on the account balance served by the Township until paid.
- All fees not paid within three months following the month in which the bills were due and payable shall be deemed to be delinquent and shall be subject to interest charges in the amount of 1% per month of the unpaid balance until paid.

### *Sewer*

The Upper Uwchlan Municipal Authority passed Resolution #05-16-12-10 on May 16, 2012 which authorizes the following regarding unpaid sewer account balances:

- All user fees established by Resolution of the Municipal Authority from time to time which remain unpaid on their respective due date shall incur a ten-percent (10%) penalty on the account balance served by the Municipal Authority until paid.
- All user fees not paid within three months following the month in which the bills were due and payable shall be deemed to be delinquent and shall be subject to interest charges in the amount of 1% per month of the unpaid balance until paid.

## **DELINQUENT ACCOUNTS**

Residents who are delinquent will be notified regarding account balances and impending action dates via a series of letters which are mailed according to a pre-determined schedule. There may be differences in the dates depending on whether the delinquency is for Solid Waste and Recycling or Sewer.

The "initial contact" referenced below shall be in the form of a written notice, mailed to the resident's mailing address on file with the Township. The resident then has thirty (30) days to respond to the letter and make mutually satisfactory arrangements to pay the outstanding balance.

If such arrangements are made and honored prior to the initiation of the lien process, the process will be put on "hold" pending receipt of full payment as agreed, in writing, by the resident. If the resident fails to make the payments as agreed, the Township may resume the process towards executing a lien on the property. The next step is for the Township or Authority to forward the matter to our Solicitor. The Solicitor will mail a certified letter to the resident to notify him of the Township's intention to lien the property for non-payment of a municipal debt. Failure of the resident to accept delivery of the certified letter does not prevent the Township from placing a lien on the property.

**Solid Waste and Recycling**

Initial contact regarding delinquency  
Thirty (30) days after initial contact  
Ten days after attorney letter

After balance has been unpaid for **two years**  
Solicitor mails certified letter for payment  
Attorney executes a lien against the property

**Sewer**

Initial contact regarding delinquency  
Thirty (30) days after initial contact  
Ten days after attorney letter

After missing **2<sup>nd</sup> consecutive quarter payment**  
Solicitor mails certified letter for payment  
Attorney executes a lien against the property

**Payment Terms for Delinquent Accounts**

Any payment arrangement with a resident, prior to filing a lien, must adhere to the following:

- Payments must be structured so that the delinquent account will reach a zero balance within twelve (12) months, taking current quarterly or annual charges into account
- Payments must be a minimum of \$125.00 per month

**WRIT OF SCIRE FACIAS SUR MUNICIPAL CLAIM**

When a resident is delinquent in an amount greater or equal to the amount specified below, a combination lien is filed against the subject property which encompasses all previous liens and additional charges accrued since the previous lien was filed. This applies to each type of utility delinquency separately.

|                           | <u>Delinquent Amount</u> |                                     |
|---------------------------|--------------------------|-------------------------------------|
| Solid waste and recycling | \$1,300                  | (equivalent to 4 years non-payment) |
| Sewer                     | \$2,300                  | (equivalent to 3 years non-payment) |

A copy of this lien is sent to the property owner with notice that the Township is prepared to file a Writ of Execution for the Sale by Sheriff of the property in its continued effort to collect the unpaid fees. Continued failure to establish or maintain a reasonable payment arrangement results in the filing of a Writ of Scire Facias Sur Municipal Claim. The resident has twenty (20) days after being served the Writ to respond. If no response or defense is entered, the property is sent to Sheriff Sale to recover the debt owed.

## **INVESTMENT POLICY FOR TOWNSHIP FUNDS**

ADOPTED: November 16, 2015

### **PURPOSE OF INVESTMENT POLICY**

The safety of public funds is the foremost objective of Upper Uwchlan Township cash management. It shall be the policy of the Board of Supervisors to optimize its return through investment of cash balances in such a way as to minimize non-invested balances and to maximize the return on investments.

The primary objectives of investment activities, in priority order, shall be:

- Legality – All investments shall be made in accordance with applicable laws of Pennsylvania and the Second Class Township Code.
- Safety – Safety of principal shall be of highest priority. Preservation of capital in the portfolio of investments shall be ensured through the mitigation of credit risk and interest rate risk.
- Liquidity – Investments shall remain sufficiently liquid to meet all operating requirements that are reasonably anticipated. A fiscal year operations anticipated cash flow shall be developed so that investments can be made as early as possible, with maturities concurrent with anticipated cash demands.
- Yield – Investments shall be made with the objective of attaining a market-average rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

### **SCOPE**

This policy is not intended to cover the Township's pension or other retirement plans which have their own Investment Policy.

### **AUTHORITY**

All investments made by the Treasurer or designee shall be made in accordance with this policy and a Board-approved investment program.

### **DEFINITIONS**

- Short-term – any period of thirteen (13) months or less.
- Long-term – any period exceeding forty-eight (48) months duration.
- Mid-range – any period between short-term and long-term.
- Concentration of credit risk – the risk associated with the consolidation of investments in a single pool, institution or instrument.
- Credit risk – the risk of loss of principal due to the failure of the security issue or backer of the issue.

- Custodial credit risk – the risk of loss associated with consolidation of investments with a single institution where the Township may rely on the institution to hold investments on behalf of the Township or through collateral action when the instruments are not in the Township's name.
- Interest rate risk – the risk that the market value of securities will fall due to changes in market interest rates.

### **DELEGATION OF RESPONSIBILITY**

The Board shall delegate to the Treasurer or designee the responsibility to manage the Township's investment program, in accordance with this policy.

The accounting systems will provide regular information concerning cash positions and investment performance.

An annual review of the investments shall be performed by the Treasurer or designee, based upon the anticipated cash flow of all Township funds – e.g. General, Capital Fund and Bonds.

The Treasurer or designee shall report the following to the Board on a monthly basis:

- Amount of funds invested.
- Interest rate.
- Types and amounts of each investment and maturity date.
- Names of the institutions where investments are placed.
- Current market value of the funds invested.

### **GUIDELINES**

The Commonwealth of Pennsylvania's Second Class Township Code - Section 3204 states certain types of investments in which the Township is permitted to invest. These include:

- United States Treasury Bills.
- Short-term obligations of the United States government or its agencies.
- Savings accounts or time deposits of Pennsylvania institutions insured by the Federal Deposit Insurance Guaranty Corporation or the National Credit Union Share Insurance Fund up to the amount covered by insurance with the remainder covered by approved collateral pledged by the depository.
- Obligations of the United States, Commonwealth of Pennsylvania, any political subdivision of the Commonwealth, and any of their agencies or instrumentalities, backed by their full faith and credit
- Shares of an investment company registered under the Investment Company Act of 1940 (54 Stat. 789, 15 U.S.C. paragraph 77a et seq.), if the only investments of that company are in the authorized investments for Township funds:
  - United States Treasury Bills
  - Short-term obligations of the Federal Government or its agencies or instrumentalities
  - Savings accounts or time deposits of Pennsylvania institutions insured by the Federal Deposit Insurance Guaranty Corporation or the National Credit Union Share Insurance Fund up to the amount covered by insurance with the remainder covered by approved collateral pledged by the depository.

- Obligations of the United States, Commonwealth of Pennsylvania, any political subdivision of the Commonwealth, and any of their agencies or instrumentalities, backed by their full faith and credit
- Certificates of Deposit from institutions having their principal place of business in the Commonwealth and insured and collateralized as noted above.

### **CUSTODY**

All securities shall be purchased in the name of the Township and held at Pennsylvania School District Liquid Asset Fund ("PSDLAF") or in a bank's custody or agent in the Township's name.

All investment advisors or banking institutions shall be required to understand this policy and all applicable statutes related to municipal investments in the Commonwealth of Pennsylvania, and intend to fully comply with these requirements.

The Township shall require all investment advisors or banking institutions to submit their audited financial statements each year.

### **DISCLOSURE**

The Treasurer or designee involved in the Township's investment process shall disclose all personal business activity that would conflict with the proper execution and management of the investment policy or could impair the ability to make impartial decisions.

### **AUDIT**

The Board directs that all investment records be subject to annual audit by the Township's independent auditors. The audit shall include, but not be limited to, independent verification of amounts and records of all transactions, as deemed necessary by the independent auditors.

### **BOND PROCEEDS**

Bond proceeds shall be invested in accordance with the Local Government Unit Debt Act (Act of July 12, 1972 P.L. 78 1, No. 185) and applicable federal and state laws, subject to approval by the solicitor and/or bond counsel and the Township.

Investment transactions arising from bond proceeds shall be reported to the Board monthly in accordance with this policy.

### **COMPLIANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES ("GAAP")**

Township funds shall not be invested in foreign currency and shall not have any related risk that would require disclosure pursuant to GASB Statement 40.

Township investments shall limit exposure to loss of principal due to market changes in interest rates.

Township investments in authorized instruments that are not backed by the "full faith and credit" of the federal or state government shall be limited to those with the highest two (2) credit ratings for such instruments issued by a recognized organization.

If the rating of any instrument is reduced after the purchase and is no longer in compliance with this policy, the individual responsible for Township investments shall replace the investment immediately upon receipt of notice of the rating change and notify the Board of the rating change, action taken and replacement of investment.

When Township funds are invested in any one (1) issuer other than designated depository accounts, the amount of the investment shall be unlimited, but the Board shall be notified of such investment monthly.

#### **POLICY ADMINISTRATION**

The Treasurer shall be responsible for monitoring and reporting the Township's various assignments. The Township Manager is directed to make recommendations to the Board of Supervisors on the use of unassigned funds both as an element of the annual operating budget submission and from time to time throughout the year as needs may arise.

#### **CONTRIBUTION POLICY**

**ADOPTED: November 12, 2019**

#### **PURPOSE OF CONTRIBUTION POLICY**

The purpose of the Contribution Policy is to serve as a general guideline for approving or disapproving requests from outside agencies for contributions by the Township, using public funds.

#### **SCOPE**

This policy is intended to cover the contributions made by Upper Uwchlan Township to non-profit organizations which serve the residents of the Township. This policy shall not apply to contributions to emergency services agencies, e.g., fire and ambulance companies. This policy shall not apply to any non-profit organization that may be established by Upper Uwchlan Township.

#### **AUTHORITY**

All contributions made by the Treasurer or designee shall be made in accordance with this policy and approved by the Board of Supervisors.

The Township reserves the right to suspend all contributions to outside agencies at any time for any reason.

### **DELEGATION OF RESPONSIBILITY**

The Board shall delegate to the Treasurer or designee the responsibility to manage the Township's contributions, in accordance with this policy.

### **GUIDELINES**

Requests for contributions from outside agencies or parties *may be* approved at the Board's discretion if, at a minimum, they meet the following criteria:

- The requesting agency or party is a municipality within the Commonwealth of Pennsylvania or is a 501c(3) organization under Internal Revenue Service regulations.
- The requesting agency is non-religious.
- The requesting agency does not advocate support of, or opposition to, political campaigns, candidates, or ballot measures.
- The requesting agency does not promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
- The requesting agency demonstrates that it provides services to residents of Upper Uwchlan Township.
- The request for a contribution is made in writing and documents the reasons for the request and the amount of contribution requested.
- The requesting agency provides the Township with a copy of its budget for the year that the request is being made, as well as the most recent audits and/or financial statements of the agency.

### **DISCLOSURE**

The Treasurer or designee involved in the Township's process shall disclose all personal business activity that would conflict with the proper execution and management of the contribution policy or could impair the ability to make impartial decisions.

## DEBT MANAGEMENT POLICY

ADOPTED: October 8, 2019

### **PURPOSE OF A DEBT MANAGEMENT POLICY**

A debt management policy provides credibility and transparency and ensures that there is a common understanding among the elected officials, staff and the community regarding policies surrounding the issuance of municipal obligations. The intention of the debt policy is to demonstrate a commitment to long term financial planning. It is the objective of the policy that:

- Financing is obtained only when necessary to purchase capital assets that can not be attained through the Township's available revenues or fund balance
- The most favorable interest rates and related costs are obtained
- Financial flexibility is maintained

### **APPLICABLE REGULATIONS GOVERNING MUNICIPAL DEBT**

#### *The Debt Act*

The Local Government Unit Debt Act (the “Debt Act”), administered by Pennsylvania Department of Community and Economic Development (DCED), provides the procedure for Pennsylvania’s local government units to issue debt and tax anticipation notes.

Article IX, Section 10 of the Constitution of the Commonwealth of Pennsylvania requires the General Assembly to prescribe the debt limits of units of local governments in the Commonwealth, including the Township, based on a percentage of total revenues of such units over a three-year period immediately preceding the borrowing. Self- liquidating debt and subsidized debt and all debt approved by referendum are excluded from such debt limits. The Debt Act implements Article IX, Section 10 of the Constitution.

Under the Debt Act as presently in effect, there is no limit on the amount of electoral debt (debt incurred with the approval of the voters) which may be incurred or outstanding, but (i) the Township may not incur new non-electoral debt (debt not approved by the voters) if the total amount of such new non-electoral debt plus all other non-electoral debt to remain outstanding upon issuance of such new non-electoral debt, net of the amount of any non-electoral debt that constitutes subsidized debt or self-liquidating debt, will exceed 250% of the borrowing base and (ii) the Township may not incur new **lease rental debt** if the total amount of such new lease rental debt plus all other non-electoral debt and lease rental debt to remain outstanding upon issuance of such new lease rental debt, net of the amount of any non-electoral or lease rental debt that constitutes subsidized debt or self-liquidating debt, will exceed 350% of the Borrowing Base.

**Lease rental debt** is defined as: debt represented by obligations of an authority or another local government unit to be repaid by the Township pursuant to a lease, subsidy contract, guarantee or other

form of agreement where such debt is or may be payable out of the tax revenues and other general revenues of the Township.

A copy of the Debt Act and the DCED document, "An Introduction to the Local Government Unit Debt Act", is included as an attachment to this policy.

### **REFUNDING POLICY**

The primary objectives of proceeding with a current refinancing or an advance refunding shall be to benefit the Township in one or more of the following ways:

- Providing net present value savings
- Eliminate burdensome or restrictive covenants imposed by the terms of the bonds to be refunded
- Changing the type of debt instrument

The Township should consider an advance refunding if it meets one of the following guidelines:

- A refunding issue would generate net present value savings as outlined below
- The final maturity of the refunding bonds should be no longer than the final maturity on the refunded bonds
- Refunding issues should be structured to achieve level annual debt service savings

Solely meeting one or more of the minimum guidelines will not necessarily result in the Township executing a refunding issue. All costs and benefits of the refunding will be taken into account and analyzed by the Township and its advisors in determining if the refunding is in the best interest of the Township.

A present value analysis shall be prepared to identify the economic effect of the proposed refunding. To proceed with a refunding, a minimum net present value savings amount, as a percentage of the refunded par amount, should be achieved. Appropriate savings thresholds for the different refunding alternatives, based on the level of risk they pose, are shown below. The savings shall be calculated net of all issuance fees and using a net debt savings approach, which takes into consideration arbitrage rebate requirements.

- Current refunding: a minimum of three percent (3%) net present value savings should generally be achieved. (a current refunding is one in which the closing on the refunded bonds is within 90 days of the call date)
- Advance refunding: a minimum of three percent (3%) net present value savings should be achieved. Prudent analysis should be performed to determine the most efficient method of funding the escrow portfolio. (an advance refunding is one in which the closing is earlier than a current refunding. New tax laws in 2017 made advance refundings taxable therefore they are rarely used)

In evaluating refunding opportunities and applying the above referenced guidelines, the Township should consider the following factors:

- For advance refundings, adjustments to the savings thresholds may be justified based on the length of time before the call and the length of time from the call to maturity. The longer the escrow, the higher the savings threshold should be. Conversely, shorter escrows may justify a lower savings threshold, but should not be lower than the minimum of three (3) percent noted above.
- The couponing and/or callability of the refunding bonds may also justify adjustments to the savings threshold. Non-callable bonds might justify a higher threshold.
- For advance refundings, adjustments to savings thresholds may be justified based on where interest rates are at the time of the refunding relative to historical markets. In low interest rate markets, a lower threshold may be justified while a higher threshold would be justified in high interest rate markets.

## **COMPONENTS OF THE DEBT MANAGEMENT POLICY**

### ***DEBT LIMITS***

- The Township will issue debt only for the purposes of constructing or acquiring capital assets and for making major renovations to existing capital assets or when the project is included in the Township's Capital Improvement Program.
- The Township can legally incur non-electoral debt equal to 250% of its borrowing base. The borrowing base is the average of total revenues for the past three (3) years minus certain statutory deductions.
- The Township will not construct or acquire a public facility if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility.
- Growth in debt service should be sustainable consistent with the projected growth of revenues.
- In no case will debt maturity exceed the useful life of the project. Where possible, the Township will seek to maximize principal repayment ahead of the scheduled repayment date.
- The Township will use three statistical measures to determine debt capacity and compare these ratios (where possible) to other municipalities of similar size, rating agency standards and its own historical ratios to determine the affordability of the debt:
  1. Debt per capita
  2. Debt to taxable property value
  3. Debt service payments as a percentage of general fund revenues or expenditures

### ***DEBT STRUCTURING PRACTICES***

- The Township was given a credit rating of "Aa1" by Moody's in November of 2018. Due to the size and revenue capacity of the Township, it is unlikely that a higher rating can be attained. The Township will strive to maintain this rating and will maintain communication with bond rating agencies as necessary.

- Capital projects financed through the issuance of bonds shall not be financed for longer than the expected useful life of the project.
- The Township will attempt to structure debt issues to maintain level annual debt service payments over time
- Variable rate debt exposes the Township to interest rate risk, which is not a consideration or risk when employing fixed rate debt. Interest rate risk is the risk that interest rates will rise, on a sustained basis, above levels that would have been set if the rate had been fixed. The Township has elected not to issue variable rate debt.
- The Township has elected not to use derivatives as an investment vehicle for any debt

#### ***DEBT ISSUANCE PRACTICES***

- It is the responsibility of the Finance Director/Treasurer to continually monitor market conditions for opportunities to improve the Township's debt position and to coordinate with financial advisors (as selected by the Township) to coordinate the timing, process and sale of the Township's debt.
- Prior to any debt issuance, an analysis of market conditions and other financing options will be conducted to determine the feasibility and advisability of entering the credit markets at that time
- The process for selecting the financial advisor, bond counsel and underwriters shall be discussed and documented. The Township is permitted to take into account its experience with advisors and bond counsel that it has worked with in previous bond offerings.
- The Township may choose to use short-term bank financing when it is advantageous to do so in the case of smaller borrowings.
- The Township will choose the method of sale of its bonds (competitive, invited or negotiated) in light of financial and market conditions, considering an assessment of the different risks associated with each method. Records shall be maintained to document the decisions for the methods discussed and selected.
  - Competitive sale – the underwriter buys the bonds but does not provide advice or support to the issuer. In Pennsylvania, approximately 20% of sales are competitive.
  - Negotiated sale – the issuer works with the underwriter who can provide advice. A negotiated sale provides more flexibility in determining the appropriate timing of taking the issue to market. In Pa., approximately 80% of bonds are issued in a negotiated sale.

#### ***DEBT MANAGEMENT PRACTICES***

- The Township will manage debt issuance to comply with the established debt limits and will evaluate those every year and revise them as necessary.
- In order to comply with Federal arbitrage regulation, the Township will not issue obligations until identifiable projects are close to initiation. Debt obligations will be issued as closely as feasible to the time contracts are expected to be awarded.
- Debt service payments:
  - The Township has a fiduciary responsibility to manage its funds in a manner that assures accurate and timely payment of debt service principal and interest.

- The Township will negotiate terms allowing for full investment of funds until the payment due date by utilizing electronic fund transfer
- The Township requires that its paying agent invoice the Township at least 30 days prior to the due date for payment of principal and/or interest
- The Township will use electronic fund transfer to assure transfer to the paying agent on or before the payment date. The Township is permitted to pay by check if circumstances make it necessary or prudent to do so.
- Purchase and sale of investments for bond proceeds:
  - The Township shall seek competitive rates for the investment of bond proceeds and shall endeavor to select the provider that can provide the highest rate of interest unless there are other benefits to be considered in the selection.
  - Compliance with all applicable Federal, State and contractual restrictions regarding use and investment of bond proceeds shall be maintained
  - Invested proceeds shall be diversified in order to reduce risk exposure to investment providers, types of investment products and types of securities held.
- Disclosure:
  - All fees resulting from investment services or sale of products should be fully disclosed to ensure there are no conflicts of interest and investments are being purchased at a fair market price. Underwriters of the bonds, but not the Financial or Investment Advisor, may bid on the sale of investment products for the proceeds. The Financial or Investment Advisor shall document the bidding process and results and shall certify in writing that a competitive and fair market price was received.

### **CONTINUING DISCLOSURE**

SEC Rule 15c2-12 requires that underwriters of municipal bonds ensure that the issuer will disclose certain information on an on-going basis and other information, known as “material event notices “within 10 business days of the event’s occurrence. These requirements are included in the Continuing Disclosure Agreement between the underwriter and the issuer.

#### Annual Disclosure

The Continuing Disclosure Agreements for the General Obligation Bonds, Series of 2019 and Series A of 2019 both require:

- Annual financial report - to be posted within 270 days of the Township’s year end on the EMMA website

Although not specified in the Continuing Disclosure Agreement:

- Annual budget – within 10 days after adoption, we will post to the EMMA website

#### Material Event Notices

On August 15, 2018, the Securities and Exchange Commission adopted amendments to Rule 15c2-12 of the Securities Exchange Act to include additional material event notices. These changes were effective February 27, 2019. The Rule and its amendment should be reviewed annually for disclosure requirements. The following is an abbreviated list of items that are considered “material events”:

- New material debt obligations, including leases that “operate as a vehicle to borrow money”
- Bankruptcy
- Unscheduled draws on financial reserves, indicating financial difficulties
- Modifications to rights of bondholders, if material
- Adverse tax opinions pertaining to the issue
- Bond calls and tender offers
- Defaults on any existing debt
- Change in ratings on existing bond issues
- Failure to file annual financial reports on time

#### **RESPONSIBILITY FOR THE POLICY**

The development and responsibility of the Debt Management Policy rests with the Treasurer/Director of Finance. The primary responsibilities of the Treasurer in regards to Debt Management are as follows:

- Review Capital Improvement Projects on an annual basis to determine financing needs
- Annually, review opportunities for refinancing existing debts at more favorable terms
- Review annual debt ratios to insure compliance
- Ensure compliance with Federal and State continuing disclosure regulations and file all required documents as necessary

## GENERAL FUND

### POLICE DEPARTMENT



### MISSION

The mission of the Police Department is to work in a true partnership with its fellow citizens to enhance the quality of life in our community. By raising the level of public safety through law enforcement, the Police Department reduces the fear and incidence of crime. In accomplishing these goals, service will be our commitment, honor, and integrity our mandate.

### DESCRIPTION OF SERVICES PROVIDED

The Police department is headquartered at the Township Building in Chester Springs, Pennsylvania. The following services are provided:

#### Chief of Police

- The Chief of Police plans, organizes, and administers a public safety program.
- The Chief of Police has the authority and responsibility for management, direction, planning, staffing, performance, and control of the operation and administration of the Township Police Department.
- The Chief of Police directs functions at all Township events. Serves as the Incident Commander at the scene of a significant police related incident.

#### Lieutenant

- The Lieutenant supervises and coordinates all day-to-day administrative duties including, but not limited to scheduling, pay records, training, vehicle maintenance, officer, and equipment inspections.
- Assists and participates in the development and administration of the Police Department.
- Makes recommendations for future expenditures.
- Supervises and coordinates all ranking levels of the Upper Uwchlan Police Department at the station, in the field, at crime scenes and all emergency scenes.

**Sergeant**

- The Sergeant is the mid-line supervisor that performs various police department assignments. The Sergeant supervises the performance of police personnel including Corporals.
- The Sergeant is responsible for overseeing, organizing, training, and directing activities of personnel assigned to them. The Sergeant manages policy compliance, work schedules, evaluation and improvement.

**Corporals**

- The Corporals are the first line supervisors that perform various police department assignments.
- The Corporals manage subordinate employees to include, but not limited to supervision, policy compliance, work schedules to include special assignments, performance evaluation and improvement.

**Detective Sergeant**

- The Detective Sergeant supervises the performance of all Detective(s) or criminal investigators assigned to the Detective Division.
- The Detective Sergeant supervises and manages all investigative scenes.
- The Detective Sergeant also investigates reports of crimes, gathers evidence of all types, interview and take statements from victims, witnesses, and defendants for the purpose of successfully apprehending, prosecuting the perpetrators of said crimes, and provides technical services and intelligence to the patrol division.

**Detectives**

- The Detectives are responsible for furthering or initiating the investigation of any criminal activity.
- The Detectives will provide detailed and complete investigations of any activity assigned.
- The Detectives, when assigned, will follow up on a case by using all investigative techniques and will carry them and reopen if new evidence should develop or suspects be identified.

**Police Officers**

- Police Officers performs general police work in the protection of life and property through the enforcement of laws and ordinances and does related work required. This work consists of patrol work in assigned areas. Investigation and other duties incidentally are performed in accordance with the Department rules and regulations.

**Traffic Safety Officer**

- The Traffic Safety Officer seeks to improve, through Education, Engineering, and Enforcement, the highways of our communities and the Commonwealth and ensure they are safe for the motoring public as well as pedestrians and cyclists. Proactive traffic enforcement is one of the primary responsibilities of the officer.

## **ACCOMPLISHMENTS IN 2025**

- Police Department was reaccredited for the next 3 years
- Secure police parking lot- half completed
- 1 fulltime and 2 part time police officers hired and in service
- New Firearms with Optic sights in service
- Donation for K9 & training received, Ofc. Zmuida & K9 Dexter sworn in (UUPD's 3<sup>rd</sup> in history K9 Unit in-service)
- One unmarked and one marked vehicle replacement as part of the vehicle replacement program
- Grant money received and used for Sally Port floor sealed with non-slip flooring
- Chaplain Program expanded to 5 volunteer Chaplains
- Promotion of Ofc. Bob Davis to Corporal
- Cpl. Paul Kemme retired from the Emergency Response Team, succession planned for Ofc. Alec Fleming to be activated on the team.
- Multifactor Authentication initiated on all police computers
- Successful Jr. Police Academy
- Successful and Safe 2025 Block Party
- Establish a secure police communication network through MAGLOCLEN
- Career Development Meetings with all officers to help build their future in the department
- First year participating in the Chester County Camp Cadet with the Pennsylvania State Police
- Continued Accreditation procedures (next 3-year assessment)
- Scheduled computer upgrades completed to keep technology dependable
- Successful cellular service transfer to new vendor to save money
- Continued the development process of the police station
- Continued with risk management assessments
- Enlisted more participants in the Community Assistance Personnel Services Program
- Evaluate community demographics and provide training to township staff
- Continued the use of social media to communicate with residents
- Employee Development Programs (education, physical and mental well-being)
- Continued Public Safety Presentations/Community Outreach Programs
- Full Body Camera renewal and upgrade of all equipment under contract
- Continue to build strong working partnerships with other agencies on a variety of operational endeavors such as RMS, ERT, crash investigations, criminal investigations, and UAV program to name a few
- Continued to change, review and amend the Police Policy Manual
- Continued to review and build out the department's future succession plan for personnel



---

## Community Policing Programs

### GOALS FOR 2026

- Secure police parking lot- complete the project
- Expand police administration and operations in the entire building
- On site Live Scan machine
- Two marked vehicle replacements as part of the vehicle replacement program
- Applied for grant opportunities for side-by-side replacement
- Continue and expand on our safety efforts for community events, ie: Block Party
- Leadership programs for administration and supervisors
- Develop and utilize the Cellebrite forensic technology for investigations
- Continue with risk management assessments
- Evaluate community demographics and provide training to township staff
- Continue the use of social media to communicate with residents
- Employee Development Programs (education, physical and mental well-being)
- Continue Public Safety Presentations/Community Outreach Programs
- Continue Accreditation procedures (3-year assessment in Spring of 2025)
- Quality of Life Programs
- Work collaboratively with other agencies on a variety of operational endeavors such as RMS, ERT, crash investigations, criminal investigations, and UAV program to name a few
- Continue to review and amend the Police Policy Manual
- Review and build out the department's future succession plan for personnel

**Staffing Statistics – at the end of each year presented**

|                        | <b>2026</b> | <b>2025</b> | <b>2024</b> |
|------------------------|-------------|-------------|-------------|
| <b>Full time:</b>      |             |             |             |
| Police Chief           | 1           | 1           | 1           |
| Lieutenant             | 1           | 1           | 1           |
| Patrol Sergeant        | 1           | 1           | 1           |
| Patrol Corporals       | 3           | 3           | 3           |
| Detective Sergeant     | 1           | 1           | 1           |
| Detective              | 1           | 1           | 1           |
| Patrol Officers        | 8           | 8           | 8           |
| Traffic Safety Officer | 1           | 1           | 1           |
| Admin Assistant        | 1           | 1           | 1           |
| <b>Part time:</b>      |             |             |             |
| Patrol Officers        | 2           | 2           | 0           |
| Admin Assistant        | 0           | 0           | 0           |
| <b>Total FTE's</b>     | <b>20.0</b> | <b>20.0</b> | <b>18.0</b> |

## **2025 Junior Police Academy**





**Almost 50 Cadets graduated from the Jr. Police Academy in 2025**



**The department continues to help welcome back our students for the new school year.**



**2026 Budget Summary – Police Department**

|                                  | <b>2026<br/>Budget</b> | <b>Actual 2025<br/>(9/30/25)</b> | <b>2025<br/>Budget</b> | <b>2026<br/>Increase<br/>(Decrease)</b> | <b>Percentage<br/>Change</b> |
|----------------------------------|------------------------|----------------------------------|------------------------|---|------------------------------|
| Personnel and related expenses   | \$3,376,201            | \$2,571,756                      | \$3,388,777            | (\$12,576)                              | (0.4%)                       |
| Vehicle costs                    | 80,000                 | 73,701                           | 70,000                 | 10,000                                  | 14.3%                        |
| Insurance – liability & property | 23,519                 | 13,620                           | 18,160                 | 5,359                                   | 29.5%                        |
| All other                        | 188,654                | 123,073                          | 169,652                | 19,002                                  | 11.2%                        |
| <b>Total</b>                     | <b>\$3,668,374</b>     | <b>\$2,782,150</b>               | <b>\$3,646,589</b>     | <b>\$21,785</b>                         | <b>0.6%</b>                  |



**The 2026 Budget reflects an increase in expenditures:**

- The replacement of two patrol vehicles
- LiveScan in the police station
- New Report Management System in service
- Complete securing the Police parking lot
- Salary increase of 6% per the Collective Bargaining Agreement for 2026
- A minimal amount is included in the budget for the K9 program; food and veterinary expenses are donated by the community

## **STATISTICS**

### *Police Incidents*

|                   | 2026    | 2025* | 2024   |
|-------------------|---------|-------|--------|
| Calls for Service | Unknown | 9,227 | 12,514 |

\*As of 9/30/25



**The Police Department maintains a strong relationship with the community**



**Sworn Full Time Equivalent (FTE) Employees per Population**

*The ratio of sworn full-time equivalent (FTE) employees to each 1,000 residents*

|             | <b>2026</b> | <b>2025</b> | <b>2024</b> |
|-------------|-------------|-------------|-------------|
| Sworn FTE's | Unknown     | 1.21        | 1.21        |

2025- Population 13,909 (per September 10, 2025)

2024- Population 13,909



**Reported Crimes and Arrests**

|                            | <b>2026</b> | <b>2025*</b> | <b>2024</b> |
|----------------------------|-------------|--------------|-------------|
| Reported Crimes Part 1 & 2 |             | 135          | 200         |
| Arrests                    | Unknown     | 61           | 116         |
| Crimes per 1,000 residents |             | 9.7          | 14.37       |

\*As of 09/30/25

### **Traffic Safety - Police Traffic Enforcement**

|                           | <b>2026</b> | <b>2025*</b> | <b>2024</b> |
|---------------------------|-------------|--------------|-------------|
| Traffic stops             | Unknown     | 1,728        | 2503        |
| Verbal & Written Warnings |             | 924          | 1373        |
| Citations                 |             | 1,158        | 1861        |

\*As of 09/30/25

### **Traffic Crashes – Highway traffic accidents**

|                   | <b>2026</b> | <b>2025*</b> | <b>2024</b> |
|-------------------|-------------|--------------|-------------|
| Vehicle accidents | Unknown     | 105          | 160         |

\* As of 09/30/25

### **Traffic Safety Unit in Service Making Our Roads Safer**

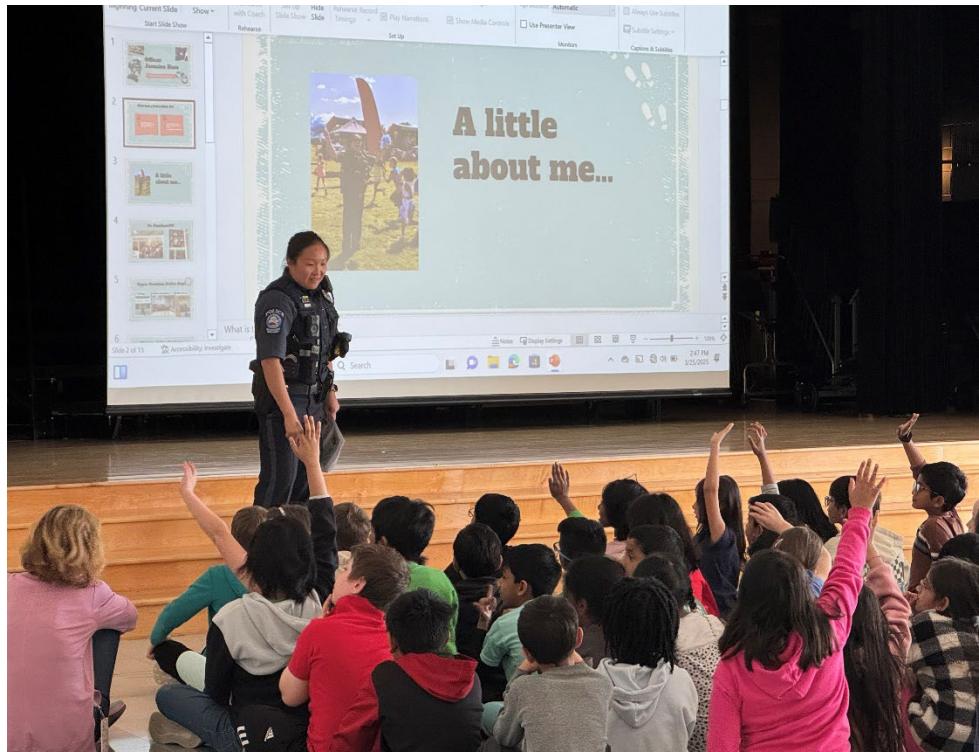


**Upper Uwchlan Police Department Accident Reconstruction Team in Training**





**Officers take every opportunity to reach out to the members of the community to fulfill the mission of the police department**



|   | Expected Result | 2026 | 2025 | 2024 |
|---|-----------------|------|------|------|
| <i>Years the Police Department has been accredited by the Pennsylvania Police Chief's Association</i> | 11              | 11   | 10   | 9    |
| <i>Years the Police Department has used Facebook to share information with residents and others</i>   | 14              | 14   | 13   | 12   |
| <i>Quality of Life Initiative Programs</i>  | 11              | 11   | 10   | 9    |
| <i>Community Based Policing Programs</i>  | 11              | 11   | 10   | 9    |
| <i>Community Crisis/De-escalation initiatives</i>   | 8               | 8    | 7    | 6    |
| <i>Biased Base Policing Monitoring</i>  | 11              | 11   | 10   | 9    |
| <i>Community Diversity Training/Initiative</i>  | 11              | 11   | 10   | 9    |



**Upper Uwchlan Township  
2026 Budget**

|                                  | Actual - 9/30/25                |           |           |           |           |           |            |           |         |           |           |           | \$ Inc/(Dec) | % | Budget | Budget | Budget |  |  |  |
|----------------------------------|---------------------------------|-----------|-----------|-----------|-----------|-----------|------------|-----------|---------|-----------|-----------|-----------|--------------|---|--------|--------|--------|--|--|--|
|                                  | Actual                          |           |           | Budget    |           | Budget    |            | Budget    |         | Budget    |           |           |              |   |        |        |        |  |  |  |
|                                  | 2023                            | 2024      | 2024      | 2025      | 2025      | 2026      | '25 Budget | Inc/(Dec) | 2027    | 2028      | 2029      | 2030      |              |   |        |        |        |  |  |  |
| <b>410 POLICE EXPENSES</b>       |                                 |           |           |           |           |           |            |           |         |           |           |           |              |   |        |        |        |  |  |  |
| 01-410-000-100                   | Police Wages                    | 1,794,691 | 1,967,398 | 1,925,485 | 1,430,727 | 2,009,903 | 2,169,764  | 159,861   | 8%      | 2,234,856 | 2,301,902 | 2,370,959 | 2,442,088    |   |        |        |        |  |  |  |
| 01-410-000-105                   | Police Wages - Part Time        | -         | -         | -         | 27,644    | 45,000    | 45,000     | -         | 0%      | 45,000    | 45,000    | 45,000    | 45,000       |   |        |        |        |  |  |  |
| 01-410-000-110                   | Police Wages - WC Reimbursement | -         | -         | -         | -         | -         | -          | -         | 0%      | -         | -         | -         | -            |   |        |        |        |  |  |  |
| 01-410-000-150                   | Payroll Tax Expense             | 151,756   | 168,822   | 147,300   | 120,115   | 157,200   | 169,429    | 12,229    | 8%      | 170,967   | 176,096   | 181,378   | 186,820      |   |        |        |        |  |  |  |
| 01-410-000-151                   | Unemployment Compensation       | 6,890     | 6,610     | 7,315     | 1,744     | 1,800     | 1,710      | (90)      | -5%     | 1,710     | 1,710     | 1,710     | 1,710        |   |        |        |        |  |  |  |
| 01-410-000-156                   | Employee Benefit Expense        | 432,218   | 425,929   | 390,278   | 318,948   | 401,259   | 312,969    | (88,290)  | -22%    | 328,617   | 345,048   | 362,301   | 380,416      |   |        |        |        |  |  |  |
| 01-410-000-158                   | Medical Expense Reimbursement   | 12,579    | 7,146     | 10,000    | 4,667     | 12,000    | 12,000     | -         | 0%      | 12,000    | 12,000    | 12,000    | 12,000       |   |        |        |        |  |  |  |
| 01-410-000-159                   | Employer HSA Contribution       | 39,000    | 52,800    | 49,600    | 52,250    | 52,250    | 94,100     | 41,850    | 80%     | 94,100    | 94,100    | 94,100    | 94,100       |   |        |        |        |  |  |  |
| 01-410-000-160                   | Pension Expense                 | 252,675   | 393,809   | 395,763   | 419,030   | 418,855   | 297,814    | (121,041) | -29%    | 318,755   | 337,788   | 357,960   | 379,340      |   |        |        |        |  |  |  |
| 01-410-000-161                   | Pension Expense-Non Uniform     | -         | 1,826     | 2,605     | 2,719     | 2,719     | 2,982      | 263       | 10%     | 3,072     | 3,164     | 3,259     | 3,357        |   |        |        |        |  |  |  |
| 01-410-000-165                   | Employer 457 Match              | 32,000    | 32,000    | 36,000    | -         | 36,000    | 51,000     | 15,000    | 42%     | 51,000    | 51,000    | 51,000    | 51,000       |   |        |        |        |  |  |  |
| 01-410-000-174                   | Tuition Reimbursement           | 13,773    | 16,276    | 12,000    | 4,011     | 12,000    | 12,000     | -         | 0%      | 12,000    | 12,000    | 12,000    | 12,000       |   |        |        |        |  |  |  |
| 01-410-000-181                   | Longevity Pay                   | 32,500    | 33,300    | 33,300    | 27,100    | 34,100    | 34,100     | -         | 0%      | 37,900    | 41,300    | 43,200    | 45,800       |   |        |        |        |  |  |  |
| 01-410-000-182                   | Education Incentive             | 4,250     | 6,000     | 4,250     | 6,250     | 5,750     | 6,500      | 750       | 13%     | 6,500     | 6,500     | 6,500     | 6,500        |   |        |        |        |  |  |  |
| 01-410-000-183                   | Overtime - Patrol Functions     | 48,191    | 49,655    | 45,000    | 31,085    | 45,000    | 36,646     | (8,354)   | -19%    | 36,646    | 36,646    | 36,646    | 36,646       |   |        |        |        |  |  |  |
| 01-410-000-183                   | Overtime - Shift Coverage       | 40,490    | 48,755    | 38,000    | 18,271    | 38,000    | 20,000     | (18,000)  | -47%    | 20,000    | 20,000    | 20,000    | 20,000       |   |        |        |        |  |  |  |
| 01-410-000-183                   | Overtime - Holiday Worked       | 30,442    | 32,122    | 35,236    | 29,615    | 35,236    | 40,000     | 4,764     | 14%     | 40,000    | 40,000    | 40,000    | 40,000       |   |        |        |        |  |  |  |
| 01-410-000-186                   | PD Overtime Reimbursement       | -         | 4,573     | -         | 3,020     | -         | 4,000      | -         | #DIV/0! | 4,000     | 4,000     | 4,000     | 4,000        |   |        |        |        |  |  |  |
| 01-410-000-187                   | Court Time Wages                | 11,738    | 10,962    | 14,000    | 12,049    | 14,000    | 14,000     | -         | 0%      | 14,000    | 14,000    | 14,000    | 14,000       |   |        |        |        |  |  |  |
| 01-410-000-190                   | COVID Pay                       | 10,750    | 12,975    | -         | -         | -         | -          | -         | #DIV/0! | -         | -         | -         | -            |   |        |        |        |  |  |  |
| 01-410-000-191                   | Uniform & Boot Allowances       | 14,550    | 17,550    | 16,350    | 17,375    | 17,550    | 17,550     | -         | 0%      | 17,550    | 17,550    | 17,550    | 17,550       |   |        |        |        |  |  |  |
| 01-410-000-200                   | General Supplies                | 13,385    | 6,938     | 12,000    | 7,255     | 12,000    | 10,000     | (2,000)   | -17%    | 10,000    | 10,000    | 10,000    | 10,000       |   |        |        |        |  |  |  |
| 01-410-000-215                   | Postage                         | 769       | 878       | 750       | 26        | 750       | 750        | -         | 0%      | 750       | 750       | 750       | 750          |   |        |        |        |  |  |  |
| 01-410-000-221                   | K-9 Expense                     | -         | -         | -         | 23,488    | 10,000    | 10,000     | -         | 0%      | 10,000    | 10,000    | 10,000    | 10,000       |   |        |        |        |  |  |  |
| 01-410-000-230                   | Gasoline & Oil                  | 58,116    | 53,509    | 50,000    | 42,369    | 50,000    | 50,000     | -         | 0%      | 50,000    | 50,000    | 50,000    | 50,000       |   |        |        |        |  |  |  |
| 01-410-000-235                   | Vehicle Maintenance             | 32,330    | 22,542    | 20,000    | 31,332    | 20,000    | 30,000     | 10,000    | 50%     | 30,000    | 30,000    | 30,000    | 30,000       |   |        |        |        |  |  |  |
| 01-410-000-238                   | Clothing/Uniforms               | 34,147    | 7,949     | 22,000    | 19,459    | 17,000    | 10,000     | (7,000)   | -41%    | 10,000    | 10,000    | 10,000    | 10,000       |   |        |        |        |  |  |  |
| 01-410-000-250                   | Maintenance & Repairs           | 1,979     | 22,244    | -         | -         | -         | -          | -         | #DIV/0! | -         | -         | -         | -            |   |        |        |        |  |  |  |
| 01-410-000-260                   | Small Tools & Equipment         | 18,190    | 18,078    | 20,000    | 5,859     | 17,000    | 14,629     | (2,371)   | -14%    | 14,629    | 14,629    | 14,629    | 14,629       |   |        |        |        |  |  |  |
| 01-410-000-270                   | Tactical Supplies               | -         | 21,551    | -         | 5,513     | -         | 5,000      | 5,000     | #DIV/0! | 5,000     | 5,000     | 5,000     | 5,000        |   |        |        |        |  |  |  |
| 01-410-000-311                   | Non-Reimbursable Legal          | -         | -         | -         | -         | -         | -          | -         | #DIV/0! | -         | -         | -         | -            |   |        |        |        |  |  |  |
| 01-410-000-316                   | Training & Seminars             | 20,538    | 12,946    | 15,000    | 14,108    | 28,838    | 35,075     | 6,237     | 22%     | 15,000    | 15,000    | 15,000    | 15,000       |   |        |        |        |  |  |  |
| 01-410-000-317                   | Parking & Travel                | 740       | 1,116     | 1,000     | 2,280     | 1,000     | 1,000      | -         | 0%      | 1,000     | 1,000     | 1,000     | 1,000        |   |        |        |        |  |  |  |
| 01-410-000-320                   | Telephone                       | 6,493     | 5,681     | 7,000     | 6,156     | 7,000     | 7,000      | -         | 0%      | 7,000     | 7,000     | 7,000     | 7,000        |   |        |        |        |  |  |  |
| 01-410-000-322                   | Ipad Expense                    | -         | -         | -         | -         | -         | -          | -         | #DIV/0! | -         | -         | -         | -            |   |        |        |        |  |  |  |
| 01-410-000-327                   | Radio Equipment M & R           | -         | 927       | 1,000     | 949       | 1,000     | 1,000      | -         | 0%      | 1,000     | 1,000     | 1,000     | 1,000        |   |        |        |        |  |  |  |
| 01-410-000-340                   | Public Relations                | 10,766    | 11,692    | 10,000    | 9,549     | 10,000    | 13,000     | 3,000     | 30%     | 13,000    | 13,000    | 13,000    | 13,000       |   |        |        |        |  |  |  |
| 01-410-000-342                   | Police Accreditation            | 1,449     | 1,300     | 4,000     | 2,010     | 4,000     | 4,000      | -         | 0%      | 3,000     | 3,000     | 3,000     | 3,000        |   |        |        |        |  |  |  |
| 01-410-000-352                   | Insurance - Liability           | 13,507    | 13,542    | 13,542    | 11,633    | 15,511    | 19,964     | 4,453     | 29%     | 19,964    | 19,964    | 19,964    | 19,964       |   |        |        |        |  |  |  |
| 01-410-000-353                   | Insurance - Vehicles            | 2,012     | 1,608     | 1,608     | 1,987     | 2,649     | 3,555      | 906       | 34%     | 3,555     | 3,555     | 3,555     | 3,555        |   |        |        |        |  |  |  |
| 01-410-000-354                   | Insurance - Workers Comp.       | 50,228    | 55,196    | 47,423    | 45,136    | 50,155    | 34,637     | (15,518)  | -31%    | 35,677    | 36,747    | 37,849    | 38,985       |   |        |        |        |  |  |  |
| 01-410-000-420                   | Dues/Subscriptions/Memberships  | 1,768     | 729       | 1,000     | 1,635     | 1,000     | 1,000      | -         | 0%      | 1,000     | 1,000     | 1,000     | 1,000        |   |        |        |        |  |  |  |
| 01-410-000-450                   | Contracted Services             | 26,813    | 41,630    | 59,224    | 21,028    | 53,064    | 68,200     | 15,136    | 29%     | 68,200    | 68,200    | 68,200    | 68,200       |   |        |        |        |  |  |  |
| 01-410-000-740                   | Computer/Furniture              | 10,049    | 6,589     | 8,000     | 3,758     | 7,000     | 8,000      | 1,000     | 14%     | 8,000     | 8,000     | 8,000     | 8,000        |   |        |        |        |  |  |  |
| <b>Total 410 POLICE EXPENSES</b> |                                 | 3,231,772 | 3,595,153 | 3,456,029 | 2,782,150 | 3,646,589 | 3,668,374  | 17,785    | 0%      | 3,755,447 | 3,867,648 | 3,982,510 | 4,102,408    |   |        |        |        |  |  |  |

## **GENERAL FUND**

### **CODES DEPARTMENT**

#### **MISSION**

The mission of the Codes Department is to ensure the safety of Township residents through compliance with the Uniform Construction Code, the Township Property Maintenance Code and the Storm Water Management ordinance.

Zoning ordinances regulate use, densities, and locations of activities in the Township. The Codes Enforcement Officers enforce municipal ordinances and ensures safe building standards. The Codes Department uses the township engineer to inspect and regulate development projects in accordance with the Township Subdivision and Land Development Ordinance and the Municipalities Planning Code (MPC).

#### **DESCRIPTION OF SERVICES PROVIDED**

The Building/Codes Department is headquartered at the Township Building in Chester Springs, PA. The following services are provided:

- Residential and commercial building permits – review, inspect and issue approvals as appropriate
- Address zoning issues and attend meetings of the Zoning Hearing Board as necessary
- Participates as a member of the Township Safety Committee
- Coordinate the Annual Block Party
- Provides first impression that people have of the Township, greeting visitors, residents, and contractors in person or on the phone
- Editor of the Township Bi-Annual Newsletter
- Liaison to Emergency Management Planning Commission
- Issues certifications to Lenders on property Sales/Refinance
- Notary services for stormwater management

#### **ACCOMPLISHMENTS IN 2025**

- Maintained Stormwater Management Standards on new projects.
- Assisted with Ordinance revisions to Building Code violation Penalties, Zoning district changes, Alternative Energy, and various definitions.
- Administered the ongoing construction of several large projects including Preserve at Marsh Creek, Ducklings, Eagle Point, DSM, and Celebree.
- Assisted in the completion of hundreds of homeowner projects including additions, decks, patios, and finished basements.
- Guided community HOA's with projects including sidewalk replacement (recycled rubber), LED replacement street lighting, permissible uses for open space, street tree replacement, and drainage improvements.
- Administered Pipeline projects including pipe excavation and repairs on Milford Road, and Styer Road survey/ exploratory excavations for future Pa Turnpike Bridge relocation.

- Coordinated and maintained Toys for Tots Holiday collection site.
- Completion of Ducklings Day Care Center.
- Assisted UUTPD with 720 Little Conestoga Road evictions and renovations.
- Assisted Fire and Police Departments at 3 structure fires requiring demolition, straight-line wind storm with severe damages to 4 homes, and two incidents of cars into homes.
- Project Beneficiary to 4 Eagle Scout projects.
- Completion of two Aqua facility upgrades.
- Block Party preparations, assistance with check-ins, and safety inspections.
- Assisted with Pickering Valley Elementary School solar panel educational project.
- Collected over 50 resident donated bicycles for two organizations.
- Worked with PECO on 25 pole replacement projects.
- Completion of a successful DEP MS4 audit.
- Assisted EMPC with updating the Hazard Mitigation Plan.
- Assisted Chester County assessment office with over 80 requests for information regarding building permits.
- Liaison between state and UUT for MC Park welcome center project
- Assisted with the acquisition of 511 Byers, Ackers Farm



**Bikes!**



**Eagle Scout Butterfly Garden**



**West Vincent/ UUT trail and bridges project**





**House fire and reconstruction at 130 Marsh Creek Drive. No injuries.**

#### **GOALS FOR 2026**

- Continue coordination with Sunoco on Mariner II, Mariner III, and TC Energy projects.
- Revise 2018 International Fire Code for adoption to meet our needs while performing fire safety inspections.
- Revise Property Maintenance Code.
- Implement interactive mapping program for UUT website.
- Administer the public sewer connections from Font Rd., Carriage Drive, and Surrey Lane.
- Continue to work with the Storm Water Technical Advisory Committee.
- Coordinate a Water Resource Protection Program.
- Continued review and revisions to Township fee schedule.
- Continue to utilize the TRAISR program as intended.
- Continue to revise permit applications to make them more user friendly for residents.
- Continue accruement of continuing education.
- Complete PMC Phase 1 and 2 transition to HOA.
- Assist with renovations to 144 Byers Road.
- Convert Building Department files electronically.
- Prepare for 2021 Code adoption through education and document revisions.
- Complete PennDot stream restoration project at 330 Park Road.
- Complete TC Energy site improvements involving stormwater repair/ management.
- Complete joint paved trail and bridges project with West Vincent.
- Continue working with Gilmore to resolve MS4 anomalies.

## Upper Uwchlan Township Budget - 2026

---

- Complete multi-purpose sports court at Reserve at Eagle funded by McKee.
- Assist with completion of stormwater, curb, and sidewalk improvements at John Fish, OD property.
- Continue construction at PMC phase 3.
- Complete public sewer connection project at Delibero
- Revise Adopt a Road Program
- 10 Meadow Lane Aqua facility demolition and upgrade

### *Staffing Statistics – as of the end of each year presented*

|                          | 2026        | 2025        | 2024        |
|--------------------------|-------------|-------------|-------------|
| <b>Full time:</b>        |             |             |             |
| Codes Department         |             |             |             |
| Administrator            | 1           | 1           | 1           |
| Building Inspector       | 1           | 1           | 1           |
| Administrative Assistant | 1           | 1           | 1           |
| Part-time admin          | -           | -           | -           |
| <b>Total</b>             | <b>3.00</b> | <b>3.00</b> | <b>3.00</b> |





Celebree

#### 2026 Budget Summary - Codes

|                                | 2026<br>Budget   | Actual 2025<br>(9/30/2025) | 2025<br>Budget   | 2026<br>Increase<br>(Decrease) | Percentage<br>Change |
|--------------------------------|------------------|----------------------------|------------------|--------------------------------|----------------------|
| Personnel and related expenses | \$415,296        | \$303,771                  | \$417,867        | \$(2,571)                      | -0.6%                |
| All other                      | 19,815           | 10,450                     | 20,130           | (315)                          | -1.6%                |
| <b>Total</b>                   | <b>\$435,110</b> | <b>\$314,221</b>           | <b>\$437,997</b> | <b>\$(2,887)</b>               | <b>-0.7%</b>         |

#### Explanation of Major Changes

##### **Personnel and related expenses**

All non-uniform personnel are budgeted for a 3% salary increase in 2026.

**STATISTICS**

|  | Projected<br>2026 | 2025* | Actual<br>2024 |
|--|-------------------|-------|----------------|
| Building permits issued - residential  | 425               | 392   | 696            |
| Building inspections - residential     | 2,500             | 2,156 | 3,828          |
| Building permits issued - commercial   | 25                | 35    | 53             |
| Building inspections - commercial      | 150               | 193   | 292            |
| Re-sale Use & Occupancy permits issued | 100               | 88    | 125            |
| Re-sale Use & Occupancy inspections    | 105               | 90    | 125            |
| Number of Zoning Hearings conducted    | 4                 | 4     | 4              |

\*As of 9/30/2025

**PERFORMANCE MEASURES**

*Township Goals Supported:*

- Health and Safety
  - Maintain the quality of life and the health, safety, and welfare through the administration of all applicable codes, regulations, and standards to include, but not limited to: Township codes, building codes, the property management code and the International Fire Code.
- Thriving Local Economy
  - Encourage economic vitality through appropriate zoning, land development and infrastructure improvement

*Code Enforcement: Inspector Response to Permits Issued*

Average inspections per workday; number of inspections performed (does not include electrical inspections performed by third party electrical underwriters)

|                                    | Expected<br>Results | Projected<br>2026 | 2025* | Actual<br>2024 |
|------------------------------------|---------------------|-------------------|-------|----------------|
| Number of permits issued           | 600                 | 600               | 530   | 696            |
| Average inspections per workday**  | 7.22                | 7.22              | 6.38  | 8.38           |
| Permits issued per 1,000 residents | 49                  | 49                | 43    | 57             |

\*As of 9/30/25

## Upper Uwchlan Township Budget - 2026

---

\*\* Average inspections per permit = 5.50 inspections

### *Code Enforcement: Costs per parcel*

Direct costs of the Code Department relative to the number of parcels in the Township. (Fringe benefits and pension costs are excluded)

|                               | Expected Results | Projected 2026 | 2025*     | Actual 2024 |
|-------------------------------|------------------|----------------|-----------|-------------|
| Codes Department direct costs | \$370,246        | \$370,246      | \$244,815 | \$342,562   |
| Cost per parcel               | \$78.89          | \$78.89        | \$52.17   | \$72.99     |

\*As of 9/30/25

### *Code Enforcement: Contribution to offset Department Costs*

The fees charged by the Township help to offset the costs of running the Codes department.

|                                 | Expected Results | Projected 2026 | 2025*     | Actual 2024 |
|---------------------------------|------------------|----------------|-----------|-------------|
| Building Codes fees received    | \$362,300        | \$362,300      | \$277,729 | \$508,410   |
| Average contribution per permit | \$603.83         | \$603.83       | \$524.02  | \$677.88    |

\*As of 9/30/25

**Upper Uwchlan Township**  
**2026 Budget**

|                                       | Actual                         | Actual         | Budget         | Actual -       |                | Budget         | \$ Inc/(Dec)   | %          | Budget         | Budget         | Budget         | Budget         |         |
|---------------------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------|----------------|----------------|----------------|----------------|---------|
|                                       |                                |                |                | 2023           | 2024           | 2025           | 2025           | 2026       | '25 Budget     | Inc/(Dec)      | 2027           | 2028           | 2029    |
| <b>413 CODES ADMINISTRATION</b>       |                                |                |                |                |                |                |                |            |                |                |                |                |         |
| 01-413-000-100                        | Code Administrator Wages       | 283,317        | 283,461        | 278,777        | 203,204        | 287,140        | 296,063        | 8,923      | 3%             | 304,945        | 314,093        | 323,516        | 333,222 |
| 01-413-000-150                        | Payroll Tax Expense            | 22,487         | 22,919         | 21,326         | 15,845         | 21,966         | 22,649         | 683        | 3%             | 23,328         | 24,028         | 24,749         | 26,642  |
| 01-413-000-151                        | Unemployment Compensation      | 1,427          | 1,174          | 1,540          | 270            | 270            | 270            | -          | 0%             | 270            | 270            | 270            | 270     |
| 01-413-000-156                        | Employee Benefit Expense       | 56,330         | 48,791         | 49,641         | 37,049         | 51,338         | 37,753         | (13,585)   | -26%           | 39,640         | 41,622         | 43,703         | 45,889  |
| 01-413-000-159                        | Employer HSA Contribution      | 7,500          | 8,000          | 8,000          | 8,250          | 8,250          | 15,000         | 6,750      | 82%            | 15,000         | 15,000         | 15,000         | 15,000  |
| 01-413-000-160                        | Pension Expense                | 19,102         | 31,694         | 31,805         | 32,357         | 32,357         | 27,111         | (5,246)    | -16%           | 27,925         | 28,762         | 29,625         | 30,514  |
| 01-413-000-165                        | Employer 457 Match             | 6,000          | 6,000          | 6,000          | -              | 6,000          | 6,000          | -          | 0%             | 6,000          | 6,000          | 6,000          | 6,000   |
| 01-413-000-181                        | Longevity Pay                  | 5,400          | 5,700          | 5,700          | 6,000          | 6,750          | 6,900          | 150        | 2%             | 7,050          | 7,200          | 7,350          | 7,500   |
| 01-413-000-183                        | Overtime                       | 2,497          | 1,796          | 2,000          | -              | 2,000          | 2,000          | -          | 0%             | 2,000          | 2,000          | 2,000          | 2,000   |
| 01-413-000-200                        | Supplies                       | 2,026          | 527            | 2,000          | 2,137          | 2,000          | 2,000          | -          | 0%             | 2,000          | 2,000          | 2,000          | 2,000   |
| 01-413-000-230                        | Gasoline & Oil                 | 2,976          | 3,298          | 3,400          | 2,591          | 3,600          | 3,600          | -          | 0%             | 3,600          | 3,600          | 3,600          | 3,600   |
| 01-413-000-235                        | Vehicle Maintenance            | 1,361          | 1,244          | 1,500          | -              | 1,200          | 1,200          | -          | 0%             | 1,200          | 1,200          | 1,200          | 1,200   |
| 01-413-000-316                        | Training & Seminars            | 957            | 503            | 3,000          | 1,038          | 3,000          | 3,000          | -          | 0%             | 3,000          | 3,000          | 3,000          | 3,000   |
| 01-413-000-317                        | Parking & Travel               | 16             | 92             | 250            | -              | 400            | 400            | -          | 0%             | 400            | 400            | 400            | 400     |
| 01-413-000-320                        | Telephone                      | 1,759          | 717            | 3,000          | 884            | 3,100          | 2,500          | (600)      | -19%           | 2,500          | 2,500          | 2,500          | 2,500   |
| 01-413-000-322                        | Ipad Expense                   | 115            | -              | -              | -              | -              | -              | #DIV/0!    | -              | -              | -              | -              | -       |
| 01-413-000-352                        | Insurance - Liability          | 270            | 255            | 255            | 289            | 289            | 431            | 142        | 49%            | 431            | 431            | 431            | 431     |
| 01-413-000-353                        | Insurance - Vehicles           | 403            | 455            | 455            | 541            | 541            | 684            | 143        | 26%            | 684            | 684            | 684            | 684     |
| 01-413-000-354                        | Insurance - Workers Comp.      | 2,318          | 876            | 753            | 796            | 796            | 550            | (246)      | -31%           | 550            | 550            | 550            | 550     |
| 01-413-000-420                        | Dues/Subscriptions/Memberships | 422            | 1,824          | 1,500          | 290            | 3,000          | 3,000          | -          | 0%             | 3,000          | 3,000          | 3,000          | 3,000   |
| 01-413-000-450                        | Contracted Services            | 5,470          | 3,681          | 5,600          | 2,680          | 3,000          | 3,000          | -          | 0%             | 3,000          | 3,000          | 3,000          | 3,000   |
| 01-413-000-460                        | Meetings & Conferences         | -              | 40             | 1,000          | -              | 1,000          | 1,000          | -          | 0%             | 1,000          | 1,000          | 1,000          | 1,000   |
| <b>Total 413 CODES ADMINISTRATION</b> | <b>422,153</b>                 | <b>423,047</b> | <b>427,502</b> | <b>314,221</b> | <b>437,997</b> | <b>435,110</b> | <b>(2,887)</b> | <b>-1%</b> | <b>447,523</b> | <b>460,341</b> | <b>473,578</b> | <b>488,401</b> |         |

## GENERAL FUND

### **PUBLIC WORKS DEPARTMENT**

#### **MISSION**

The mission of the Public Works Department is to serve the residents of Upper Uwchlan Township by maintaining the public roadways and township parks for the safe and efficient use. The Public Works department also maintains the infrastructure and facilities owned and operated by the Upper Uwchlan Township Municipal Authority.

Township expenses associated with the operation of the wastewater system are charged back to the Municipal Authority and are shown as revenue under the description "Municipal Authority Reimbursement".

#### **DESCRIPTION OF SERVICES PROVIDED**

The Public Works Department is located at 132 Oscar Way in Chester Springs, about a half mile from the Township building. The department is responsible for the maintenance and repair of the following:

- Roadways
- Stormwater infrastructure
- Traffic signals
- Roadway signage
- Open space parkland
- Athletic facilities
- Wastewater pump stations and treatment plants
- Drip/spray fields
- General township facilities



### **ACCOMPLISHMENTS IN 2025**

- Performed over 40 road repairs and in-house asphalt repairs, using approx. 200 tons of asphalt
- Repaired or rebuilt 47 inlets *(as of September 2025)*
- Replaced 80' of curb on Krauser between March and April 2025
- Repaired and resurfaced 2.65 miles of roadway
- Responded to 700 PA One call tickets *(as of September 2025)*
- Cleaned out pipe crossings throughout the township
- Used the Sweeper truck to vac out clogged inlets and stormwater pipes throughout the township
- Continuously performed roadside mowing throughout the Township – 16.9 miles
- Mowed and maintained all Township owned facilities:
  - Parks; Municipal Authority pump stations, sewer plants, spray and drip fields, manholes and spray heads; Public Works garage; Township Building; covered bridge; and Upland Farms throughout the year, a total of 192.8 acres
- Called out thirteen times for snow and ice removal
- Called out over a dozen times for other storm related issues e.g. flooding and trees in the road
- Replaced one side of the roof at Upland Sewer Plant, March 2025
- Assisted the Municipal Authority (MA) with digging test pits on potential MA properties.
- Assisted the Historical Commission with removing artifacts from the Windsor Baptist Parsonage House and with various events held throughout the year
- Assisted the UUT Police Department with Road Closures, traffic control and Junior Police Camp.
- Assisted Parks and Rec with Summer Concerts, Trunk or Treat, Easter Egg Hunt and Christmas Tree Lighting.
- Assisted EAC with E-Waste/Shredding Events, Earth Day and Litter Clean Up
- Assisted the Boy Scouts with projects at Upland Farm
- Assisted with the Green Light-Go Project.
- Cut down dead trees on township owned properties
- Cleaned out approximately 2,000 inlets throughout the year
- Performed street sweeping on approximately 245 lane miles
  - This includes street sweeping during the winter months to collect excess cinders to recycle and reuse during future storm events
  - At the completion of the winter season, street sweeping was performed to collect salt, cinders and debris
  - Street sweeping was also performed at various times throughout the year to clean out storm drains and to collect leaves and other miscellaneous debris
  - Approximately 51 tons of street sweepings were collected and taken to the landfill between March and April 2025
- Managed trash and recycling totter program
  - Delivered trash and recycling toters to approximately 37 newly constructed homes *(as of September 2025)*
  - Repaired or replaced approximately 127 trash and recycling toters that were damaged *(as of September 2025)*
  - Swapped out approximately eleven 64-gallon Recycling toters with larger 96-gallon and delivered 6 additional recycling toters to increase recycling in the Township *(as of September 2025)*

- Prepared bid contracts for Road Milling and Paving and Snow Removal
- Prepared and submitted the annual Act 101 Annual Recycling Report to Chester County Solid Waste Authority
- Prepared and submitted PADEP's Act 904 Performance Grant for Recycling reimbursement
- Worked through the interview process for one replacement roadworker employee
- Helped with set-up, break-down and traffic control at the annual UUT Block Party
- Repaired and replaced 25 signs
- Performed intersection trimming to allow for sight distance
- Tree trimming along streets to accommodate plow vehicles, delivery trucks, school busses, and trash trucks
- Performed 42 State inspections and over 100 repair and maintenance services on Township owned vehicles and equipment



Graphite Mine Base Repair, April 2025

#### **GOALS FOR 2026**

- Continue to perform our duties in a professional and effective manner
- Employee Development- education
- Repair and resurface 3.0 miles of roadway

## Upper Uwchlan Township Budget - 2026

---

- Assist with the installation of an EV charger at 140 Pottstown Pike
- Site improvements at 144 Byers rd.
- Support Municipal Authority
- Continue maintenance and improvement at township parks
- Respond to PA One call requests
- Continue to respond to emergencies in timely fashion
- Continue Stormwater Management rehabilitation
- Continue performing Fleet Maintenance
- Asset mapping

### *Staffing Statistics – as of the end of each year presented*

|                          | 2026        | 2025        | 2024        |
|--------------------------|-------------|-------------|-------------|
| <b>Full time:</b>        |             |             |             |
| Director                 | 1           | 1           | 1           |
| Assistant Director       | 1           | 1           | -           |
| Road foreman             | -           | -           | 1           |
| Skilled road worker      | 4           | 4           | 4           |
| Facilities - Wastewater  | 1           | 1           | 1           |
| Facilities - Parks       | 2           | 2           | 2           |
| Stormwater               | 1           | 1           |             |
| Administrative Assistant | 1           | 1           | 1           |
| Seasonal *               | 5           | 5           | 5           |
| <b>Total FTE's</b>       | <b>13.0</b> | <b>13.0</b> | <b>12.0</b> |

\*Seasonal employees are hired for the warmer months – generally from April to October. Although seasonal employees are budgeted for 6 months, the seasonal employees traditionally return to college at the end of August, therefore the actual employment time is frequently less.



Krauser Curb, March 2025

**2026 Budget Summary – Public Works Department (including Facilities Division)**

|                                  | 2026 Budget         | Actual 2025 (9/30/25) | 2025 Budget         | 2026 Increase (Decrease) | Percentage Change |
|----------------------------------|---------------------|-----------------------|---------------------|--------------------------|-------------------|
| Personnel and related expenses   | \$1,285,337         | \$930,105             | \$1,290,846         | (\$5,508)                | (0.4%)            |
| Vehicle costs                    | 120,737             | 81,860                | 110,164             | 10,573                   | 9.6%              |
| Insurance – liability & property | 6,341               | 3,893                 | 5,191               | 1,151                    | 22.2%             |
| Road resurfacing                 | 10,000              | -                     | 10,000              | -                        | 0.0%              |
| Signs                            | 9,000               | 2,411                 | 9,000               | -                        | 0.0%              |
| Signals                          | 64,200              | 7,105                 | 64,200              | -                        | 0.0%              |
| All other                        | 210,100             | 78,022                | 210,100             | -                        | 0.0%              |
| Labor allocation                 | (240,273)           | (198,446)             | (242,429)           | 2,156                    | (0.9%)            |
| <b>Total</b>                     | <b>\$ 1,465,442</b> | <b>\$876,962</b>      | <b>\$ 1,457,071</b> | <b>\$8,371</b>           | <b>0.6%</b>       |



*Fellowship Road Base Repair, September 2025*

### **Explanation of Major Changes**

#### **Personnel and related**

All non-uniform personnel are budgeted for a 3% salary increase in 2026.

#### **Road Resurfacing**

The Township performs road resurfacing each year and spends approximately \$450,000 annually. Generally the costs are shared between the General Fund (under the Public Works department) and the Liquid Fuels Fund; however in 2023, 2024 and 2025 road resurfacing costs were financed completely from the Liquid Fuels Fund.

#### **Allocations of labor to the parks**

The Township assigns labor costs to the Parks to show the full cost of operating the five Township parks. It includes all personnel costs: salaries, employer portion of Social Security taxes (FICA), overtime, pension expense, medical and dental insurance and Worker's Compensation insurance.



*PW Display, Trunk or Treat, October 2024*

**STATISTICS**

|   | <b>2026</b>        | <b>2025</b>        | <b>2024</b>        |
|---|--------------------|--------------------|--------------------|
| Roadways  | 61.24 miles        | 61.24 miles        | 59.53 miles        |
| Storm water mains   | 35.15+             | 35.15+             | 35.15+             |
| Storm water inlets  | 1,713              | 1,713              | 1,713              |
| Storm water basins  | 5 (township owned) | 5 (township owned) | 5 (township owned) |
| Traffic signals   | 12                 | 12                 | 12                 |
| Parks   | 5                  | 5                  | 5                  |
| Trails maintained   | 9.83 miles         | 9.83 miles         | 9.83 miles         |
| General Township<br>Facilities (Township<br>building, Police Building<br>PW building and<br>Milford building) | 5                  | 4                  | 3                  |
| Drip/spray fields   | 24                 | 24                 | 24                 |
| Acres of drip/spray<br>fields   | 107.33 acres       | 107.33 acres       | 107.33 acres       |
| Treatment plants  | 8                  | 8                  | 8                  |
| Pump stations   | 15                 | 15                 | 15                 |
| Sanitary main   | 41.42 miles +      | 41.42 miles +      | 41.42 miles +      |
| Spray heads   | 1,452              | 1,452              | 1,452              |
| Miles of roadway<br>paved   | 3.0 miles          | 2.72 miles         | 2.43 miles         |
| Roadway signs replaced  | 35                 | 25                 | 25                 |
| Arrows & legends<br>repainted   | 50                 | 50                 | 30                 |
| <i>Roadway painting:</i>  |                    |                    |                    |
| White line freshened  | 30 miles           | 30 miles           | 30 miles           |
| Double yellow lines<br>freshened  | 20 miles           | 20 miles           | 20 miles           |
| Acres of grass to mow   | 192.80             | 192.80             | 166.45             |
| <u>Inspections conducted:</u>   |                    |                    |                    |
| Wastewater<br>treatment<br>facilities   | 390<br>60<br>10    | 390<br>60<br>10    | 390<br>60<br>10    |
| Township parks  |                    |                    |                    |
| In-depth roadway  |                    |                    |                    |



*New John Deere Tractor, 2025*

## **PERFORMANCE MEASURES**

### *Township Goals Supported:*

- Public Safety - Supports Supervisor's Goal – Public Safety
  - Protect and preserve investment in public facilities
- Economy - Supports Supervisor's Goal – Economy
  - Maintain vehicular and pedestrian networks

### *Road Rehabilitation*

The cost per lane mile to pave and patch Township roads. (asphalt overlay)

|                    | <b>2026</b> | <b>2025</b> | <b>2024</b> |
|--------------------|-------------|-------------|-------------|
| Total lane miles   | unknown     | 5.44        | 5.3         |
| Total cost         | unkown      | \$464,287   | \$469,210   |
| Cost per lane mile | unkown      | \$85,347    | \$88,530    |

### *Responsiveness*

Responding to emergency calls that affect roads or trails in less than one hour.

|  | <b>Expected Result</b> | <b>2026 Projected</b> | <b>2025 Actual</b> | <b>2024 Actual</b> |
|--|------------------------|-----------------------|--------------------|--------------------|
| Percentage of time that Public Works personnel responded in less than one hour | 90%                    | 100%                  | 100%               | 100%               |

*Snow and Ice Control*

Total miles and per capita cost (includes overtime wages, benefits, contracted labor and snow and ice control supplies) for snow and ice control. This includes State roads that are under a snow agreement with the Township.

|                                  | 2026    | 2025       | 2024      | 2023     |
|----------------------------------|---------|------------|-----------|----------|
| Total snow/ice events            | Unknown | 13         | 7         | 3        |
| Total lane miles                 | 122.48  | 122.48     | 119.06    | 119.06   |
| Total cost                       | Unknown | \$144,735  | \$108,864 | \$35,557 |
| Tons of snow/ice removal product | Unknown | 1,382      | 1008      | 521.67   |
| Cost per lane mile               | Unknown | \$1,182.00 | \$914.00  | \$298.65 |



*Dorothy Lane Pipe Replacement, September 2025*

**Upper Uwchlan Township  
2026 Budget**

|                         |                                | Actual - 9/30/25 |           |           |          |           |           |          |      |           |           |            |           | \$ Inc/(Dec) | %      | Budget | Budget | Budget |
|-------------------------|--------------------------------|------------------|-----------|-----------|----------|-----------|-----------|----------|------|-----------|-----------|------------|-----------|--------------|--------|--------|--------|--------|
|                         |                                | Actual           | Actual    | Budget    | 2023     | 2024      | 2024      | Budget   | 2025 | Budget    | 2026      | '25 Budget | 2027      |              | 2028   | 2029   | 2030   |        |
|                         |                                | 2023             | 2024      | 2024      | 2025     | 2025      | 2025      | 2026     | 2026 | 2026      | 2026      | 2026       | 2027      |              | 2027   | 2027   | 2027   |        |
| <b>433 SIGNS</b>        |                                |                  |           |           |          |           |           |          |      |           |           |            |           |              |        |        |        |        |
| 01-433-000-200          | Supplies                       | 5,316            | 3,810     | 8,000     | 2,411    | 8,000     | 8,000     | -        | -    | -         | 8,000     | 8,000      | 8,000     | 8,000        | 8,000  | 8,000  | 8,000  | 8,000  |
| 01-433-000-450          | Contracted Services            | -                | 191       | 1,000     | -        | 1,000     | 1,000     | -        | -    | -         | 1,000     | 1,000      | 1,000     | 1,000        | 1,000  | 1,000  | 1,000  | 1,000  |
|                         |                                | 5,316            | 4,001     | 9,000     | 2,411    | 9,000     | 9,000     | -        | -    | -         | 9,000     | 9,000      | 9,000     | 9,000        | 9,000  | 9,000  | 9,000  | 9,000  |
| <b>434 SIGNALS</b>      |                                |                  |           |           |          |           |           |          |      |           |           |            |           |              |        |        |        |        |
| 01-434-000-450          | Contracted Services            | 32,648           | 10,604    | 35,200    | 7,105    | 64,200    | 64,200    | -        | -    | -         | 25,000    | 25,000     | 25,000    | 25,000       | 25,000 | 25,000 | 25,000 | 25,000 |
|                         |                                | 32,648           | 10,604    | 35,200    | 7,105    | 64,200    | 64,200    | -        | -    | -         | 25,000    | 25,000     | 25,000    | 25,000       | 25,000 | 25,000 | 25,000 | 25,000 |
| <b>438 PUBLIC WORKS</b> |                                |                  |           |           |          |           |           |          |      |           |           |            |           |              |        |        |        |        |
| 01-438-000-100          | Public Works Wages             | 491,291          | 549,392   | 528,236   | 400,769  | 573,611   | 608,145   | 34,534   | 6%   | 626,389   | 645,181   | 664,536    | 664,536   | -            | -      | -      | -      | -      |
| 01-438-000-101          | Employee Cost Allocated        | (23,437)         | (24,910)  | (23,228)  | (19,388) | (24,988)  | (24,010)  | 978      | -4%  | (24,730)  | -         | -          | -         | -            | -      | -      | -      | -      |
| 01-438-000-150          | Payroll Tax Expense            | 39,313           | 46,120    | 40,410    | 32,737   | 43,881    | 46,523    | 2,642    | 6%   | 47,919    | 49,356    | 50,837     | 50,837    | -            | -      | -      | -      | -      |
| 01-438-000-151          | Unemployment Compensation      | 3,169            | 3,465     | 3,080     | 720      | 720       | 720       | -        | 0%   | 720       | 720       | 720        | 720       | -            | -      | -      | -      | -      |
| 01-438-000-156          | Employee Benefit Expense       | 203,720          | 178,774   | 157,196   | 121,344  | 183,658   | 133,442   | (50,216) | -27% | 140,114   | 147,119   | 154,475    | 162,199   | -            | -      | -      | -      | -      |
| 01-438-000-159          | Employer HSA Contribution      | 18,000           | 20,800    | 17,600    | 21,450   | 21,450    | 39,000    | 17,550   | 82%  | 39,000    | 39,000    | 39,000     | 39,000    | -            | -      | -      | -      | -      |
| 01-438-000-160          | Pension Expense                | 36,499           | 40,207    | 39,471    | 42,924   | 42,924    | 41,826    | (1,098)  | -3%  | 43,081    | 44,374    | 45,705     | 47,076    | -            | -      | -      | -      | -      |
| 01-410-000-165          | Employer 457 Match             | 14,000           | 16,000    | 14,000    | -        | 16,000    | 16,000    | -        | 0%   | 16,000    | 16,000    | 16,000     | 16,000    | -            | -      | -      | -      | -      |
| 01-438-000-181          | Longevity                      | 6,150            | 6,750     | 6,750     | 6,300    | 7,350     | 8,700     | 1,350    | 18%  | 10,950    | 11,700    | 12,600     | 14,250    | -            | -      | -      | -      | -      |
| 01-438-000-183          | Overtime Wages                 | 5,834            | 16,498    | 26,000    | 22,648   | 26,000    | 26,000    | -        | 0%   | 26,000    | 26,000    | 26,000     | 26,000    | -            | -      | -      | -      | -      |
| 01-438-000-200          | Supplies                       | 64,852           | 23,025    | 40,000    | 40,390   | 40,000    | 40,000    | -        | 0%   | 40,000    | 40,000    | 40,000     | 40,000    | -            | -      | -      | -      | -      |
| 01-438-000-205          | Meals and Meal Allowances      | 143              | 93        | 600       | -        | 600       | 600       | -        | 0%   | 600       | 600       | 600        | 600       | -            | -      | -      | -      | -      |
| 01-438-000-230          | Gasoline & Oil                 | 37,872           | 38,182    | 45,000    | 26,650   | 45,000    | 45,000    | -        | 0%   | 45,000    | 45,000    | 45,000     | 45,000    | -            | -      | -      | -      | -      |
| 01-438-000-235          | Vehicle Maintenance            | 28,507           | 29,957    | 22,000    | 36,767   | 30,000    | 40,000    | 10,000   | 33%  | 25,000    | 25,000    | 25,000     | 25,000    | -            | -      | -      | -      | -      |
| 01-438-000-238          | Uniforms                       | 5,667            | 5,973     | 6,000     | 5,056    | 6,000     | 6,000     | -        | 0%   | 6,000     | 6,000     | 6,000      | 6,000     | -            | -      | -      | -      | -      |
| 01-438-000-245          | Highway Supplies               | 12,644           | 29,887    | 35,000    | 15,771   | 35,000    | 35,000    | -        | 0%   | 35,000    | 35,000    | 35,000     | 35,000    | -            | -      | -      | -      | -      |
| 01-438-000-260          | Small Tools & Equipment        | 9,701            | 13,868    | 16,000    | 6,014    | 16,000    | 16,000    | -        | 0%   | 16,000    | 16,000    | 16,000     | 16,000    | -            | -      | -      | -      | -      |
| 01-438-000-316          | Training & Seminars            | 4,391            | 4,631     | 7,500     | 2,924    | 7,500     | 7,500     | -        | 0%   | 7,500     | 7,500     | 7,500      | 7,500     | -            | -      | -      | -      | -      |
| 01-438-000-317          | Parking and Travel             | 137              | 238       | 800       | 53       | 800       | 800       | -        | 0%   | 800       | 800       | 800        | 800       | -            | -      | -      | -      | -      |
| 01-438-000-320          | Telephone                      | 4,161            | 1,988     | 4,300     | 851      | 4,300     | 4,300     | -        | 0%   | 4,300     | 4,300     | 4,300      | 4,300     | -            | -      | -      | -      | -      |
| 01-438-000-322          | Ipad Expense                   | 523              | 756       | 1,200     | 225      | 1,200     | 1,200     | -        | 0%   | 1,200     | 1,200     | 1,200      | 1,200     | -            | -      | -      | -      | -      |
| 01-438-000-341          | Advertising                    | 1,562            | -         | -         | 317      | -         | -         | -        | 0%   | -         | -         | -          | -         | -            | -      | -      | -      | -      |
| 01-438-000-342          | Accreditation                  | 337              | 400       | 5,000     | -        | 5,000     | 5,000     | -        | 0%   | 5,000     | 5,000     | 5,000      | 5,000     | -            | -      | -      | -      | -      |
| 01-438-000-352          | Insurance - Liability          | 1,439            | 1,456     | 1,456     | 1,135    | 1,514     | 1,802     | 289      | 19%  | 1,802     | 1,802     | 1,802      | 1,802     | -            | -      | -      | -      | -      |
| 01-438-000-353          | Insurance - Vehicles           | 1,611            | 1,821     | 1,821     | 1,623    | 2,164     | 2,737     | 573      | 26%  | 2,737     | 2,737     | 2,737      | 2,737     | -            | -      | -      | -      | -      |
| 01-438-000-354          | Insurance - Workers Comp.      | 12,364           | 15,770    | 13,550    | 12,896   | 14,330    | 9,896     | (4,434)  | -31% | 10,193    | 10,499    | 10,814     | 11,138    | -            | -      | -      | -      | -      |
| 01-438-000-420          | Dues/Subscriptions/Memberships | 370              | 601       | 400       | 410      | 500       | 500       | -        | 0%   | 500       | 500       | 500        | 500       | -            | -      | -      | -      | -      |
| 01-438-000-450          | Contracted Services            | 75,897           | 48,516    | 98,600    | 2,996    | 87,100    | 87,100    | -        | 0%   | 87,100    | 87,100    | 87,100     | 87,100    | -            | -      | -      | -      | -      |
| 01-438-000-463          | Miscellaneous                  | -                | -         | -         | -        | -         | -         | -        | 0%   | -         | -         | -          | -         | -            | -      | -      | -      | -      |
| 01-438-000-720          | Road Resurfacing               | -                | -         | -         | -        | 10,000    | 10,000    | -        | 100% | 10,000    | 10,000    | 10,000     | 10,000    | -            | -      | -      | -      | -      |
|                         |                                | 1,056,717        | 1,070,258 | 1,108,742 | 783,582  | 1,197,614 | 1,209,781 | 12,168   | 1%   | 1,224,175 | 1,278,488 | 1,309,226  | 1,320,296 |              |        |        |        |        |

**Upper Uwchlan Township  
2026 Budget**

|  | Actual - 9/30/25                   |           |           |           |           |           |            |           |      |           |           |           | \$ Inc/(Dec) | % | Budget | Budget | Budget |  |  |  |
|--|------------------------------------|-----------|-----------|-----------|-----------|-----------|------------|-----------|------|-----------|-----------|-----------|--------------|---|--------|--------|--------|--|--|--|
|  | Actual                             |           |           | Budget    |           | Budget    |            | Budget    |      | Budget    |           |           |              |   |        |        |        |  |  |  |
|  | 2023                               | 2024      | 2024      | 2025      | 2025      | 2026      | '25 Budget | Inc/(Dec) | 2027 | 2028      | 2029      | 2030      |              |   |        |        |        |  |  |  |
| <b><i>Public Works - Facilities Division</i></b> |                                    |           |           |           |           |           |            |           |      |           |           |           |              |   |        |        |        |  |  |  |
| 01-438-001-100                                   | Public Works Wages-Facilities Div. | 232,437   | 251,247   | 256,815   | 199,415   | 266,399   | 273,774    | 7,375     | 3%   | 281,987   | 290,447   | 299,160   | 308,135      |   |        |        |        |  |  |  |
| 01-438-001-101                                   | PW Facilities Costs Allocated      | (216,167) | (233,142) | (233,204) | (198,446) | (242,429) | (240,273)  | 2,156     | -1%  | (240,273) | (240,273) | (240,273) | (240,273)    |   |        |        |        |  |  |  |
| 01-438-001-150                                   | Payroll Tax Expense                | 18,828    | 20,862    | 19,646    | 16,339    | 20,380    | 20,944     | 564       | 3%   | 21,572    | 22,219    | 22,886    | 21,572       |   |        |        |        |  |  |  |
| 01-438-001-151                                   | Unemployment Compensation          | 2,965     | 3,178     | 2,830     | 553       | 630       | 630        | -         | 0%   | 630       | 630       | 630       | 630          |   |        |        |        |  |  |  |
| 01-438-001-156                                   | Employee Benefit Expense           | 38,964    | 29,427    | 44,429    | 22,570    | 45,839    | 34,197     | (11,642)  | -25% | 35,907    | 37,702    | 39,587    | 41,567       |   |        |        |        |  |  |  |
| 01-438-001-159                                   | Employer HSA Contribution          | 7,500     | 8,000     | 8,000     | 9,900     | 8,250     | 9,000      | 750       | 9%   | 9,000     | 9,000     | 9,000     | 9,000        |   |        |        |        |  |  |  |
| 01-438-001-160                                   | Pension Expense                    | 11,338    | 16,141    | 15,663    | 16,808    | 16,808    | 15,603     | (1,206)   | -7%  | 16,071    | 16,553    | 17,050    | 17,561       |   |        |        |        |  |  |  |
| 01-438-000-165                                   | Employer 457 Match                 | 6,000     | 4,000     | 6,000     | -         | 6,000     | 6,000      | -         | 0%   | 6,000     | 6,000     | 6,000     | 6,000        |   |        |        |        |  |  |  |
| 01-438-001-181                                   | Longevity                          | 3,450     | 3,750     | 3,450     | 4,050     | 4,050     | 4,350      | 300       | 7%   | 4,650     | 4,800     | 4,950     | 5,850        |   |        |        |        |  |  |  |
| 01-438-001-183                                   | Overtime Wages                     | 4,786     | 9,133     | 8,000     | 9,473     | 8,000     | 8,000      | -         | 0%   | 8,000     | 8,000     | 8,000     | 8,000        |   |        |        |        |  |  |  |
| 01-438-001-200                                   | Supplies                           | 1,141     | 2,449     | 2,500     | 2,427     | 2,500     | 2,500      | -         | 0%   | 2,500     | 2,500     | 2,500     | 2,500        |   |        |        |        |  |  |  |
| 01-438-001-230                                   | Gasoline & Oil                     | 20,028    | 11,094    | 18,000    | 8,655     | 18,000    | 18,000     | -         | 0%   | 18,000    | 18,000    | 18,000    | 18,000       |   |        |        |        |  |  |  |
| 01-438-001-235                                   | Vehicle Maintenance                | 10,872    | 15,030    | 8,500     | 8,165     | 15,000    | 15,000     | -         | 0%   | 15,000    | 15,000    | 15,000    | 15,000       |   |        |        |        |  |  |  |
| 01-438-001-238                                   | Uniforms                           | 1,555     | 1,414     | 1,500     | -         | 1,500     | 1,500      | -         | 0%   | 1,500     | 1,500     | 1,500     | 1,500        |   |        |        |        |  |  |  |
| 01-438-001-260                                   | Small Tools & Equipment            | 272       | 207       | 500       | 518       | 500       | 500        | -         | 0%   | 500       | 500       | 500       | 500          |   |        |        |        |  |  |  |
| 01-438-001-316                                   | Training & Seminars                | 233       | -         | 1,600     | -         | 1,600     | 1,600      | -         | 0%   | 1,600     | 1,600     | 1,600     | 1,600        |   |        |        |        |  |  |  |
| 01-438-001-352                                   | Insurance - Liability              | 1,439     | 1,456     | 1,456     | 1,135     | 1,514     | 1,802      | 289       | 19%  | 1,802     | 1,802     | 1,802     | 1,802        |   |        |        |        |  |  |  |
| 01-438-001-353                                   | Insurance - Vehicles               | 1,611     | 1,821     | 1,821     | 1,623     | 2,164     | 2,737      | 573       | 26%  | 2,737     | 2,737     | 2,737     | 2,737        |   |        |        |        |  |  |  |
| 01-438-001-354                                   | Insurance - Workers Comp.          | 6,182     | 10,514    | 9,033     | 8,597     | 9,553     | 6,598      | (2,956)   | -31% | 6,598     | 6,598     | 6,598     | 6,598        |   |        |        |        |  |  |  |
| 01-438-001-450                                   | Contracted Services                | -         | 240       | -         | 70        | -         | -          | -         | 0%   | -         | -         | -         | -            |   |        |        |        |  |  |  |
|  |                                    | 153,434   | 156,821   | 176,539   | 111,852   | 186,257   | 182,461    | (3,796)   | -2%  | 193,780   | 205,315   | 217,226   | 228,278      |   |        |        |        |  |  |  |
| <b>Total 438 PUBLIC WORKS</b>                    |                                    | 1,210,151 | 1,227,079 | 1,285,281 | 895,434   | 1,383,871 | 1,392,242  | 8,371     | 1%   | 1,417,955 | 1,483,803 | 1,526,453 | 1,548,574    |   |        |        |        |  |  |  |

## SOLID WASTE AND RECYCLING FUND

### DESCRIPTION OF SERVICES PROVIDED

The Solid Waste and Recycling Fund is used to manage revenues and expenditures directly related to the Township's Solid Waste and Recycling program. Chapter 148 of the Upper Uwchlan Township Code requires all residential property owners in the Township to dispose of recyclable materials and waste using the municipally contracted hauler. In 2024, AJ Blosenski was awarded the Solid Waste and Recycling contract which is a 3-year contract with the option to extend years 4 and 5.

Chapter 148 also requires all commercial establishments to dispose of waste and recyclables in compliance with the code. Upper Uwchlan Township provides residential solid waste and recycling services to approximately 3,870 residential households using a "Toter" system. Each household has been issued one solid waste and one recycling container (or "Toter") 64 or 96 gallons in capacity. Chapter 148 limits residential solid waste collection to no more than 96 gallons/week. Curbside recycling collected is unlimited. One bulk pick-up per month is provided. The Township's program also includes 24 leaf and yard waste collection dates throughout the year and a permanent yard waste dumpster for residential use located adjacent to the Public Works garage. Materials accepted on yard waste collection days include yard debris, leaves, grass clippings, tree branches, Christmas trees, etc.



*Through the Chester County Process and Marketing Contract, recyclables are sorted and bundled at the Birdsboro Total Recycle facility.*

Upper Uwchlan Township is required to recycle by the Pennsylvania Municipal Waste Planning Recycling and Waste Reduction Act (Act 101). Throughout 2024, the Township continued their efforts to increase recycling and decrease the tons of municipal solid waste (MSW) being sent to the Chester County Solid Waste Authority Landfill. Upper Uwchlan Township is party to the Chester County Process and Marketing contract for recyclables. Through this contract, recyclables are delivered to and processed at the Total Recycle facility in Birdsboro owned by J.P. Mascaro & Sons. From January to September

2025, tipping fees for this contract averaged \$46/ton. The tipping fee is calculated based upon market rate and is updated monthly. Costs for disposing solid waste include contracted hauler costs as well as tipping fees at \$83/ton. Despite the worldwide decrease in value of recyclable materials, recycling still offers the Township a savings compared to disposal of MSW.

Enforcement education via the production and use of non-collection stickers was continued in 2025. This program makes residents aware of the proper preparation of recyclables. Each year, recycling education for both residents and commercial entities is conducted through direct mailings and digital outreach on the Township website and social media.

The EAC was pleased to host an electronic waste recycling event along with a shredding event on April 5, 2025 and will be hosting another electronic waste event /shredding event on October 11, 2025. The Township contracted with Captain Junk to provide residents the chance to recycle “Anything with a Plug™.” Over 100 residents attended the event and a total of 2,027 lbs. of electronics was collected during the April 5, 2025 event.



*E-Waste/Shredding Event, April 5<sup>th</sup>, 2025*



*Public Works display at April 2025 Earth Day Celebration*

The EAC also hosted their third Earth Day Celebration at Upland Farm Park on April 26, 2025. The event featured great exhibits, demonstrations and products about the importance of recycling and other earth friendly tips. Over 100 residents attended this amazing event.

## Upper Uwchlan Township Budget - 2026

---

The Solid Waste Fund is projected to have a fund balance of approximately \$961,000 at December 31, 2025. At the end of 2025, the fund balance is projected to be approximately \$963,000 or an increase of 0.21%. No transfers from the Solid Waste Fund to the Capital Fund have been included in the 2026 Budget.

### OBJECTIVES FOR 2026

The Township will continue to track, on a monthly basis, tons of garbage collected, tons of recycling collected, tons of yard waste collected, the percent of the waste stream diverted by recycling, and the percent of the waste stream diverted by composting yard waste collected. This data is also collected annually through the compiling of Act 101 Reports. These reports, which are the basis for the Township's 904 Recycling Performance Grant, allow the Township to track yearly totals for all recyclables collected in the Township, both the residential recyclables collected by the Township contracted hauler and commercial recyclables collected by various other haulers. Data collection allows the Township to identify monthly and annual trends and gauge the success of program changes, education, and communication.

Education and public engagement efforts will also continue in 2026. The Township plans to host an electronic waste recycling event and shredding event again in the coming year. The Environmental Advisory Council (EAC) has been tasked with improving the Township's recycling education efforts and will also explore other outreach and education endeavors.

### PERFORMANCE MEASURES

|                              | 2026 (projected) | 2025* | 2024  | 2023  |
|------------------------------|------------------|-------|-------|-------|
| Recyclables Collected (tons) | 1,200            | 632   | 1,023 | 1,149 |
| Yard Waste Collected (tons)  | 525              | 305   | 535   | 526   |

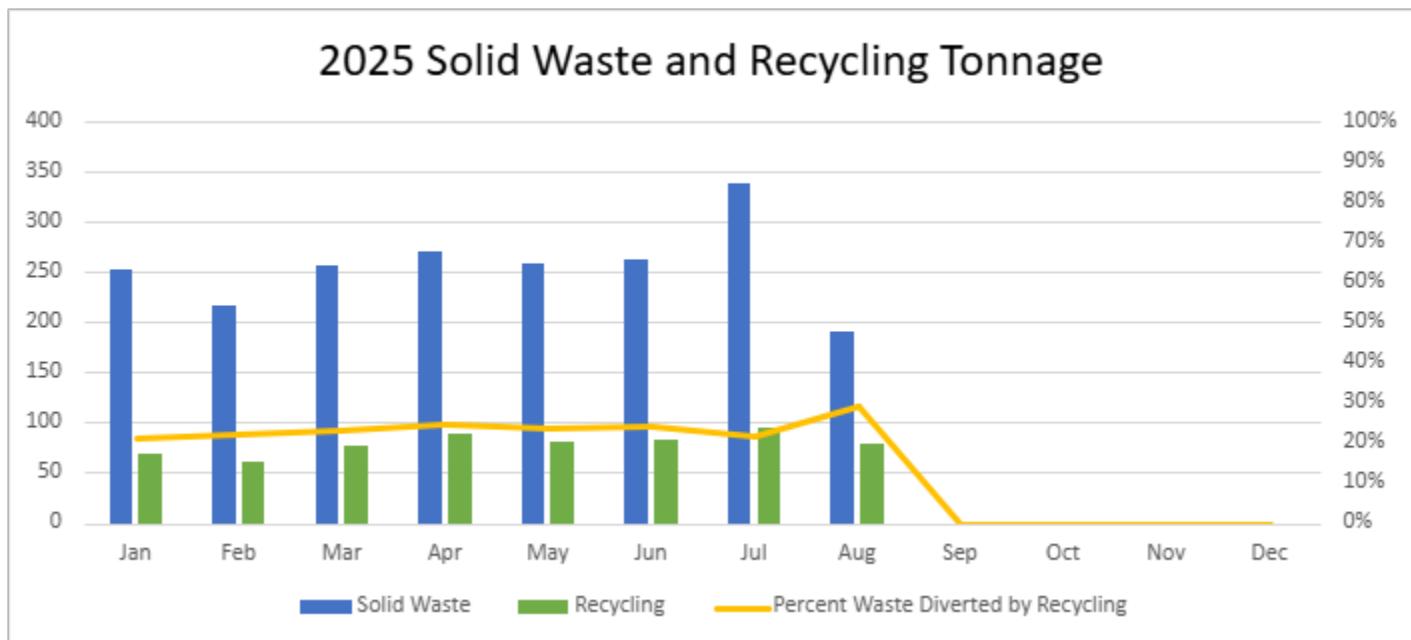
*\*As of August 31, 2025*

|                                    | 2026 (Projected) | 2025* | 2024 | 2023 |
|------------------------------------|------------------|-------|------|------|
| Waste diversion through recycling  | 24%              | 24%   | 23%  | 24%  |
| Waste diversion through composting | 14%              | 13%   | 14%  | 14%  |

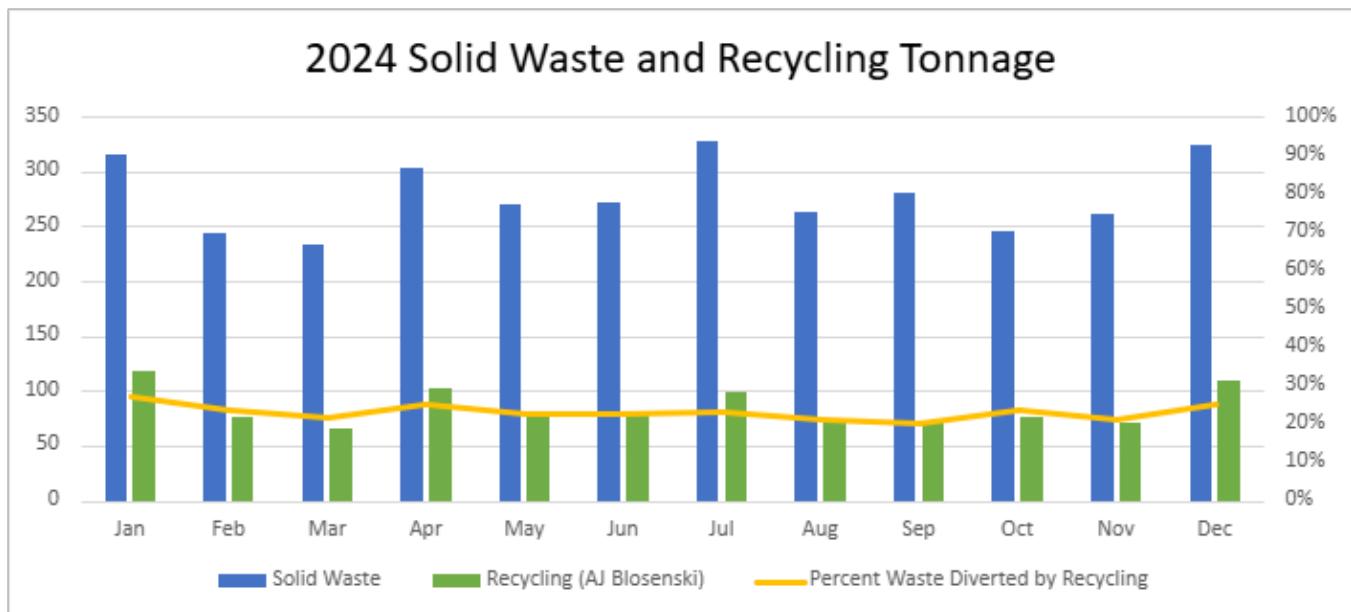
*\*As of August 31, 2025*

## SOLID WASTE AND RECYCLING TONNAGE

The charts below show and compare year over year residential solid waste and recycling collected monthly by the contracted haulers and the percentage of material that is diverted from the landfill by recycling efforts.



\*As of August 31, 2025



**Upper Uwchlan Township**  
**Solid Waste Fund**  
**2026 Budget**

|                                 |  | Actual           | Actual           | Budget           | Actual - 9/30    | Budget           | Budget           | \$ Inc/(Dec)     | %           | Budget           | Budget           | Budget           | Budget           |  |
|---------------------------------|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|------------------|------------------|------------------|------------------|--|
|                                 |  | 2023             | 2024             | 2024             | 2025             | 2025             | 2026             | '25 Bud          | Inc/(Dec)   | 2027             | 2028             | 2029             | 2030             |  |
| <b>INCOME</b>                   |  |                  |                  |                  |                  |                  |                  |                  |             |                  |                  |                  |                  |  |
| <b>341 INTEREST</b>             |  |                  |                  |                  |                  |                  |                  |                  |             |                  |                  |                  |                  |  |
| 05-341-000-000                  | Interest Income                              | 25,962           | 32,799           | 25,000           | 32,917           | 36,161           | 38,000           | 1,839            | 5%          | 38,000           | 38,000           | 38,000           | 38,000           |  |
|                                 |  | 25,962           | 32,799           | 25,000           | 32,917           | 36,161           | 38,000           | 1,839            | 5%          | 38,000           | 38,000           | 38,000           | 38,000           |  |
| <b>364 SOLID WASTE REVENUE</b>  |  |                  |                  |                  |                  |                  |                  |                  |             |                  |                  |                  |                  |  |
| 05-364-000-010                  | Solid Waste Income                           | 1,197,896        | 1,205,790        | 1,171,800        | 1,471,568        | 1,583,776        | 1,471,258        | (112,518)        | -7%         | 1,471,258        | 1,471,258        | 1,471,258        | 1,471,258        |  |
| 05-364-000-015                  | Resident Refunds                             | (2,444)          | (964)            | (2,000)          | (55)             | (2,000)          | (1,000)          |                  | 0%          | (1,000)          | (1,000)          | (1,000)          | (1,000)          |  |
| 05-364-000-020                  | Recycling Income                             | -                | -                | 5,000            | 52,788           | 5,000            | 5,000            | -                | 0%          | 5,000            | 5,000            | 5,000            | 5,000            |  |
| 05-364-000-025                  | Hazardous Waste Event                        | 1,891            | 2,815            | 2,000            | 1,911            | 2,000            | 2,000            | -                | 0%          | 1,600            | 1,800            | 2,000            | 2,200            |  |
| 05-364-000-030                  | Leaf Bags Sold                               | 160              | 182              | 500              | 115              | 500              | 500              | -                | 0%          | 500              | 500              | 500              | 500              |  |
| 05-364-000-032                  | Mattress Tags                                | -                | -                | -                | 1,620            | -                | 2,000            | 2,000            | #DIV/0!     | 2,000            | 2,000            | 2,000            | 2,000            |  |
| 05-364-000-035                  | Scrap Metal Sold                             | 1,157            | 886              | 500              | 199              | 500              | 500              | -                | 0%          | 500              | 500              | 500              | 500              |  |
| 05-364-000-040                  | Performance Grant                            | 23,545           | 25,443           | 25,000           | -                | 25,000           | 25,000           | -                | 0%          | 50,000           | 50,000           | 50,000           | 50,000           |  |
| 05-380-000-000                  | Miscellaneous                                | -                | 3,617            | -                | -                | -                | -                | -                | #DIV/0!     | -                | -                | -                | -                |  |
|                                 | Total 364 SOLID WASTE                        | 1,222,205        | 1,237,769        | 1,202,800        | 1,528,146        | 1,614,776        | 1,505,258        | (110,518)        | -7%         | 1,529,858        | 1,530,058        | 1,530,258        | 1,530,458        |  |
| <b>392 INTERFUND TRANSFER</b>   |  |                  |                  |                  |                  |                  |                  |                  |             |                  |                  |                  |                  |  |
| 05-395-000-000                  | Refund of Prior Year Expenses                | -                | -                | -                | -                | -                | -                | -                | 0%          | -                | -                | -                | -                |  |
|                                 | Interfund Transfer - Other                   | -                | -                | -                | -                | -                | -                | -                | 0%          | -                | -                | -                | -                |  |
|                                 | Total 392 INTERFUND TRANSFER                 | -                | -                | -                | -                | -                | -                | -                | 0%          | -                | -                | -                | -                |  |
| <b>Total 300 - INCOME</b>       | <b>Total Income</b>                          | <b>1,248,167</b> | <b>1,270,568</b> | <b>1,227,800</b> | <b>1,561,063</b> | <b>1,650,937</b> | <b>1,543,258</b> | <b>(108,679)</b> | <b>(0)</b>  | <b>1,567,858</b> | <b>1,568,058</b> | <b>1,568,258</b> | <b>1,568,458</b> |  |
| <b>EXPENSES</b>                 |  |                  |                  |                  |                  |                  |                  |                  |             |                  |                  |                  |                  |  |
| <b>427 SOLID WASTE EXPENSES</b> |  |                  |                  |                  |                  |                  |                  |                  |             |                  |                  |                  |                  |  |
| 05-427-000-101                  | Employee cost allocation                     | 23,437           | 24,910           | 23,228           | 19,388           | 26,043           | 24,010           | (2,033)          | 100%        | 24,730           | 25,472           | 26,236           | 27,023           |  |
| 05-427-000-150                  | Bank Fees                                    | 255              | 285              | 200              | -                | 200              | 200              | -                | 0%          | 200              | 200              | 200              | 200              |  |
| 05-427-000-200                  | Supplies                                     | (39)             | 754              | 2,000            | 300              | 2,000            | 1,000            | (1,000)          | -50%        | 1,000            | 1,000            | 1,000            | 1,000            |  |
| 05-427-000-210                  | Utility Billing Expenses                     | 4,013            | 5,490            | 5,000            | 2,547            | 3,000            | 3,000            | -                | 0%          | 3,000            | 3,000            | 3,000            | 3,000            |  |
| 05-427-000-220                  | Postage                                      | 2,315            | 4,479            | 2,300            | 3,161            | 2,300            | 3,000            | 700              | 30%         | 3,000            | 3,000            | 3,000            | 3,000            |  |
| 05-427-000-230                  | Toters                                       | 53,543           | 2,206            | 36,069           | 6,529            | 36,069           | 30,000           | (6,069)          | -17%        | 30,000           | 30,000           | 30,000           | 30,000           |  |
| 05-427-000-314                  | Legal Expense                                | 13,406           | 6,487            | 10,000           | 3,173            | 10,000           | 5,000            | (5,000)          | -50%        | 5,000            | 5,000            | 5,000            | 5,000            |  |
| 05-427-000-316                  | Training & Seminars                          | -                | -                | 500              | -                | 500              | 500              | -                | 0%          | 500              | 500              | 500              | 500              |  |
| 05-427-000-420                  | Dues/Subscriptions/Memberships               | 160              | -                | 200              | -                | 200              | 200              | -                | 0%          | 200              | 200              | 200              | 200              |  |
| 05-427-000-450                  | Contracted Services - Solid Waste            | 507,087          | 593,174          | 714,000          | 526,736          | 702,563          | 742,416          | 39,853           | 6%          | 786,606          | 838,010          | 893,442          | 929,179          |  |
| 05-427-000-460                  | Contracted Services - Recycling              | 212,145          | 265,694          | 306,000          | 250,263          | 334,888          | 353,885          | 18,997           | 6%          | 374,949          | 399,451          | 618,545          | 643,286          |  |
| 05-427-000-700                  | Tipping Fees - Solid Waste                   | 277,820          | 296,470          | 317,550          | 192,004          | 280,000          | 300,000          | 20,000           | 7%          | 300,000          | 300,000          | 300,000          | 300,000          |  |
| 05-427-000-725                  | Tipping Fees - Recycling                     | 59,547           | 43,104           | 67,500           | 29,423           | 60,000           | 60,000           | -                | 0%          | 60,000           | 60,000           | 60,000           | 60,000           |  |
| 05-427-000-800                  | Recycling Disposal                           | 2,725            | -                | 9,000            | -                | 9,000            | 5,000            | (4,000)          | -44%        | 5,000            | 5,000            | 5,000            | 5,000            |  |
| 05-427-000-805                  | Electronic Waste Event                       | 1,924            | 4,212            | 6,000            | -                | 8,000            | 5,000            | (3,000)          | 100%        | 5,000            | 5,000            | 5,000            | 5,000            |  |
| 05-427-000-810                  | Hazardous Waste Event                        | -                | -                | 2,000            | 2,577            | 2,000            | 2,000            | -                | 100%        | 2,000            | 2,000            | 2,000            | 2,000            |  |
|                                 | <b>TOTAL EXPENSES</b>                        | <b>1,158,338</b> | <b>1,247,265</b> | <b>1,501,547</b> | <b>1,036,101</b> | <b>1,476,763</b> | <b>1,535,210</b> | <b>58,447</b>    | <b>4%</b>   | <b>1,601,185</b> | <b>1,677,833</b> | <b>1,953,123</b> | <b>2,014,389</b> |  |
|                                 | <b>NET INCOME BEFORE OPERATING TRANSFERS</b> | <b>89,829</b>    | <b>23,303</b>    | <b>(273,747)</b> | <b>524,962</b>   | <b>174,174</b>   | <b>8,048</b>     | <b>(166,126)</b> | <b>-95%</b> | <b>(33,327)</b>  | <b>(109,775)</b> | <b>(384,865)</b> | <b>(445,931)</b> |  |
| <b>492 OPERATING TRANSFERS</b>  | <b>Transfer to Capital Fund</b>              | <b>85,000</b>    | <b>50,000</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>#DIV/0!</b>   | <b>-</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |  |
| 05-492-000-030                  | Transfer to Water Resource Protection Fund   | -                | -                | -                | -                | -                | -                | -                | -           | -                | -                | -                | -                |  |
|                                 | <b>Total 492 OPERATING TRANSFERS</b>         | <b>85,000</b>    | <b>50,000</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>#DIV/0!</b>   | <b>-</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         |  |
|                                 | <b>Total Expenditures</b>                    | <b>1,243,338</b> | <b>1,297,265</b> | <b>1,501,547</b> | <b>1,036,101</b> | <b>1,476,763</b> | <b>1,535,210</b> | <b>58,447</b>    | <b>4%</b>   | <b>1,601,185</b> | <b>1,677,833</b> | <b>1,953,123</b> | <b>2,014,389</b> |  |
|                                 | <b>Net Ordinary Income</b>                   | <b>4,829</b>     | <b>(26,697)</b>  | <b>(273,747)</b> | <b>524,962</b>   | <b>174,174</b>   | <b>8,048</b>     | <b>(166,126)</b> | <b>-95%</b> | <b>(33,327)</b>  | <b>(109,775)</b> | <b>(384,865)</b> | <b>(445,931)</b> |  |

## LIQUID FUELS FUND

### MISSION

The Commonwealth of Pennsylvania requires each municipality that receives Liquid Fuels funding to segregate those monies in a separate Fund and to use them only as prescribed by state statute for the maintenance of public roads.

### DESCRIPTION OF SERVICES PROVIDED

The Liquid Fuels Fund was established to manage revenues and expenditures specific to the repair, maintenance, construction and re-construction of public roadways. The amount of a municipality's Liquid Fuels allocation is based on both census population and miles of roadway on their approved Liquid Fuels Inventory. To qualify for Liquid Fuels funding, a roadway must have a minimum right of way of 33'. The "cartway" (drivable surface) must be a minimum width of 16', and the roadway must be a minimum of 250' in length. In order to receive Liquid Fuels funding, the Township is required to submit to the Commonwealth of Pennsylvania a number of forms or reports to include: the MS-965 Actual Use Report, the MS-965P Project and Miscellaneous Receipts, the MS-965S Record of Checks, and the Department of Community and Economic Development's (DCED) Survey of Financial Condition. All Liquid Fuels expenditures must be made in compliance with the Liquid Fuels Tax Act. The Auditor General's Office audits the Township's Liquid Fuels Reports annually.

Liquid Fuels funding comes from the tax on each gallon of liquid fuels sold in the Commonwealth of Pennsylvania - the Oil Franchise Tax and the Oil Company Franchise Tax. Upper Uwchlan Township primarily uses Liquid Fuels funding for the maintenance of qualifying Public Works equipment, snow and ice removal and for the repair and re-paving of public roadways.

The Liquid Fuels Fund is projected to have a fund balance of approximately \$838,000 at December 31, 2025. At the end of 2026, the fund balance is projected to be approximately \$566,000, or a decrease of 32.4%. In 2025 the costs for repaving were paid entirely from the Liquid Fuels Fund. The 2026 Liquid Fuels budget reflects the same. The Township re-paves approximately 2.7 miles of road each year and generally splits the cost between the Liquid Fuels Fund and the General Fund.

| Budget Year | Population (Census - 2020) | Roadway Mileage | Liquid Fuels Allocation |
|-------------|----------------------------|-----------------|-------------------------|
| 2026        | 12,275                     | 59.53           | \$389,832 (est.)        |
| 2025        | 12,275                     | 59.53           | \$419,264 (actual)      |
| 2024        | 12,275                     | 59.53           | \$396,257 (actual)      |

### ACCOMPLISHMENTS IN 2025

- Maintained, repaired, and repaved Upper Uwchlan Township's nearly 60 miles of roadway

### GOALS FOR 2026

- Continue the road resurfacing program

# Upper Uwchlan Township Liquid Fuels 2026 Budget

| Actual         | Actual         | Budget         | YTD            | Budget         | Budget         | \$ Inc/(Dec)   | %           | Budget         | Budget         | Budget         | Budget         |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------|----------------|----------------|----------------|----------------|
| 2023           | 2024           | 2024           | 2025           | 2025           | 2026           | '25 Bud        | Inc/(Dec)   | 2027           | 2028           | 2029           | 2030           |
| (9/30/25)      |                |                |                |                |                |                |             |                |                |                |                |
| 45,749         | 58,243         | 7,000          | 44,045         | 50,000         | 50,000         | -              | 0%          | 25,000         | 25,000         | 25,000         | 25,000         |
| 693            | 1,608          | 600            | -              | 600            | 600            | -              | 100%        | 600            | 600            | 600            | 600            |
| 14,520         | 14,520         | 14,520         | 14,520         | 14,520         | 14,520         | -              | 0%          | 14,760         | 14,760         | 14,760         | 14,760         |
| 401,447        | 396,257        | 394,802        | 404,744        | 390,888        | 389,832        | (1,056)        | 0%          | 399,832        | 409,832        | 419,832        | 429,832        |
| <b>462,409</b> | <b>470,628</b> | <b>416,922</b> | <b>463,309</b> | <b>456,008</b> | <b>454,952</b> | <b>(1,056)</b> | <b>100%</b> | <b>440,192</b> | <b>450,192</b> | <b>460,192</b> | <b>470,192</b> |
| -              | -              | -              | 146,657        | 245,000        | -              | (245,000)      | 0%          | -              | -              | -              | -              |
| 19,641         | 88,517         | 75,000         | 85,546         | 77,250         | 77,250         | -              | 0%          | 79,568         | 81,955         | 84,413         | 86,946         |
| -              | 2,397          | 4,000          | -              | 4,120          | 4,120          | -              | 100%        | 4,244          | 4,371          | 4,502          | 4,637          |
| 2,831          | 13,793         | 24,000         | 14,750         | 24,720         | 24,720         | -              | 0%          | 25,462         | 26,225         | 27,012         | 27,823         |
| 10,952         | -              | 31,000         | -              | 31,930         | 31,930         | -              | #DIV/0!     | 32,888         | 33,875         | 34,891         | 35,937         |
| 386,143        | 469,210        | 549,333        | 464,287        | 565,813        | 582,787        | 16,974         | 4%          | 600,271        | 618,279        | 636,827        | 655,932        |
| -              | -              | 6,000          | -              | 6,180          | 6,180          | -              | #DIV/0!     | 6,365          | 6,556          | 6,753          | 6,956          |
| -              | -              | -              | -              | -              | -              | -              | #DIV/0!     | -              | -              | -              | -              |
| 419,567        | 573,917        | 689,333        | 564,583        | 710,013        | 726,987        | 16,974         | 3%          | 748,797        | 771,261        | 794,398        | 818,231        |
| 419,567        | 573,917        | 689,333        | 711,240        | 955,013        | 726,987        | (228,026)      | -32%        | 748,797        | 771,261        | 794,398        | 818,231        |
| -              | -              | -              | -              | -              | -              | -              | -           | -              | -              | -              | -              |
| 42,842         | (103,289)      | (272,411)      | (247,931)      | (499,005)      | (272,035)      | 226,970        | 132%        | (308,605)      | (321,069)      | (334,206)      | (348,039)      |

## GLOSSARY

**Accrual Basis of Accounting** – The basis of accounting in which revenues are recognized when they are earned and expenses are recognized when they are incurred.

**Act 209 Transportation Plan** – refers to Act 209 of the Pennsylvania Legislature, enacted on July 31, 1968. It provides for traffic impact fees for development or re-development that generates increased traffic volumes within municipalities.

**Act 537 Plan** – refers to the Pennsylvania Sewage Facilities Act, as amended, enacted on January 24, 1966 to correct existing sewage disposal problems and prevent future problems. The Act requires proper planning in all types of sewage disposal situations. Local municipalities are largely responsible for administering the Act 537 sewage disposal program.

**ACFR** – abbreviation for Annual Comprehensive Financial Report. The ACFR expands upon full GAAP financial statements by including a large amount of statistical data that is unique to the municipality. Previously referred to as the “Comprehensive Annual Financial Statement”.

**Amortization** – this is the process of systematically reducing the value of an intangible asset.

**Annual Comprehensive Financial Report** – The official financial report of a municipal entity. It includes management’s discussion and analysis, financial statements, supporting schedules and required supplementary information and statistics on the municipality.

**Assets** – Property owned by the Township that has a monetary value.

**Audit** – See “Financial Statement Audit”.

**Balanced Budget** – A budget is considered balanced when budgeted revenues equal or exceed budgeted expenditures. (also known as a “structurally balanced budget”)

**Bonds** – an instrument of indebtedness from the bond issuers to the holders. It is a fixed income investment where the investor (holder) loans money for a fixed period of time to the bond issuer (usually a municipality or corporation) at a stated interest rate.

**Capital assets** – any tangible or intangible asset that has an initial useful life extending beyond a single reporting period. Assets such as land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure, works of art or of historical significance are normally capital assets.

**Capital Expenditures** – Money expended to purchase capital assets.

**Comprehensive Annual Financial Report** – The official financial report of a municipal entity. It includes management’s discussion and analysis, financial statements, supporting schedules and required supplementary information and statistics on the municipality.

## GLOSSARY, cont'd

**Current asset** – Assets that are expected to be sold or used within one year.

**DDB** – “DDB” is an abbreviation for Dry Detention Basin. A dry detention basins’ outlets have been designed to detain storm water runoff for a minimum period of time (ie. Usually 24 hours) to allow particles and pollutants to settle. Unlike wet ponds, they do not have a permanent pool of water.

**Debt Limit** – The State-set maximum amount of legally permitted outstanding net debt.

**Deferred revenue** – funds that have been received in advance of providing a service or delivering goods are recorded as a liability. Once the obligation has been fulfilled, the funds are recorded as income.

**Delaware Valley Insurance Trust (DVIT)** – A regional risk sharing pool providing property, liability and/or health coverage to its participating members which consists of municipalities in Southeastern Pennsylvania. The Trust was formed under the authority granted by the Pennsylvania Intergovernmental Cooperation Act and the Pennsylvania Political Subdivision Tort Claims Act.

The Township currently has all of its insurance coverage through DVIT.

**Depreciation** – the process of systematically reducing the value of a capital asset.

**Electoral Debt** - Debt incurred with the approval of the voters

**Enterprise Funds** – Proprietary fund type used to report an activity for which a fee is charged to external users for goods or services.

**Fiduciary Fund** – a fund whose assets are held in trust. For example, a pension plan.

**Financial statement audit** – An examination designed to provide independent assurance that financial statements are fairly presented. Typically performed by an independent firm of Certified Public Accountants.

**Fixed asset** – a tangible, long-lived item, property or equipment that is used to provide services or generate revenue. Fixed assets normally refer to land, buildings, equipment, vehicles and machinery.

**Full-time Equivalent (FTE)** – An employee’s scheduled hours divided by the employer’s normal workweek. For example an employee who works 10 hours per week for an employer with a 40 hour workweek would be 0.25 FTE.

**Fund** – A fiscal and accounting tool with a self-balancing set of accounts to record revenues and expenditures.

## GLOSSARY, cont'd

**Fund Balance** – Fund balance is the net position of a governmental fund. It is equal to the difference between assets, liabilities, deferred outflows of resources and deferred inflows of resources. It is the “equity” of a governmental fund.

**GAAP** - GAAP is an abbreviation for Generally Accepted Accounting Principles which are the standard framework and guidelines used in financial accounting in the United States of America. The Financial Accounting Standards Board is responsible for issuing new accounting pronouncements.

**GASB** - GASB is an abbreviation for The Government Accounting Standards Board. GASB is the authoritative accounting and financial reporting standard –setting body for state and local governments.

**General Fund** - An accounting entity used to account for all revenue and expenditures applicable to the general operations of the departments of the Township, and to record all financial transactions not accounted for in another fund.

**GFOA** – GFOA is the abbreviation for The Government Finance Officers Association. The GFOA is a national professional organization comprised of people who are working in government finance on a state, local or federal level. The GFOA holds educational training seminars nationally and also provides information on “Best Practices”, as well as other services, to its members. State and local chapters provide local training on a monthly, quarterly, or annual basis.

**Governmental Funds** – Funds generally used to account for tax supported activities. There are five types of governmental funds: the general fund, special revenue funds, capital projects funds, and permanent funds.

**Impervious Coverage** - Impervious coverage refers to any man-made surfaces, along with compacted soil, that water cannot penetrate. Examples, are asphalt, concrete, and rooftops.

**LUAR** – is the abbreviation for a Land Use Assumptions Report.

**Major Fund** – A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor’s report.

**Millage or “mills”** – the property tax rate that an owner of real property is required to pay to the taxing authority. A “mill” is one thousandth of a currency unit. For example, to obtain the amount of tax, multiply the assessed value of the property times the millage rate and then divide by 1,000.

**Modified Accrual Basis of Accounting** – an accounting method that combines elements of the two basic accounting methods, cash basis and accrual basis. Revenues are recognized when earned, measurable and available. Expenses are recognized when the liability is incurred.

**GLOSSARY, cont'd**

**MS-4** – Under the 1987 Clean Water Act Amendments, the U.S. EPA developed new regulations to address storm water that might impact water quality. These new “Municipal Separate Storm Sewer System” (MS4) regulations were established by the EPA and are administered in Pennsylvania by the Pennsylvania Department of Environmental Protection (“DEP” or “PADEP”).

**MUTCD Standards** –this refers to the Federal Highway Administration manual on Uniform Traffic Control Devices.

**Non-electoral Debt** – Debt not approved by the voters.

**Non-Major Funds** – Funds that account for the proceeds of specific revenue sources that are restricted or assigned expenditures for specified purposes. They include: the Liquid Fuels Fund, Act 209 Fund, and the Water Resource Protection Fund.

**NPDES permit** – National Pollutant Discharge Elimination System permit. Permits are issued by PADEP.

**PADEP** – Pennsylvania Department of Environmental Protection

**PEMA** – Pennsylvania Emergency Management Agency

**Proprietary Fund** - A Fund that focuses on the determination of operating income, changes in net position, financial position, and cash flows. There are two types of proprietary funds: enterprise funds and internal service funds.

**Scheduled interest** - is the amount of interest that would be paid by following the bank's amortization schedule. If the Township pays additional principal amounts during the remaining years of the loan, the actual amount of interest paid will be less.

**Second Class Township** – a second class township is defined as having a population of less than 300 inhabitants per square mile and in Pennsylvania they are governed by the Second Class Township Code, enacted by the state legislature on May 1, 1933, as amended.

**Self-Liquidating Debt** – Debt to be paid solely from rents, rates or other charges to the ultimate users of the project to be financed by such debt.

**Subsidized Debt** – Debt the principal and interest on which will be covered by subsidies or reimbursements to be paid to the Township by the Commonwealth of Pennsylvania or the federal government, or under a subsidy contract with the Township, by another local government unit or an authority.

**WWTF** – Waste Water Treatment Facility

## UPPER UWCHLAN TOWNSHIP



## MEMORANDUM

### ADMINISTRATION

**TO:** The Board of Supervisors

**FROM:** Tony Scheivert  
Township Manager

**RE:** Hickory Park Renovations Bid Results

**DATE:** October 10, 2025

=====

On Monday, September 29<sup>th</sup> at 11AM bids for the Hickory Park Renovations were received. The renovations include three pickle ball courts, t-ball field, additional parking, relocation of the sand volleyball court and stormwater. A total of 11 bids for the site work and 4 bids were received for the electrical work. Below are the low bids and cost for site amenities that the Township will purchase to have installed by the contractor.

|  |                                  |
|--|----------------------------------|
| Low Bid – Site Improvement Contract                | \$2,586,767.39 (Watt's Services) |
| Low Bid – Electric Contract                        | \$241,995.00 (LenniElectric)     |
| <u>Furniture/pavilions purchased under COSTARS</u> | <u>\$163,360.00+/-</u>           |
| Total (Accepting all Deduct Alternates)            | \$2,992,122.39                   |

There were 6 alternates that were included in the bid. The alternates included an additional basketball court, additional parking, batting cage restoration, two pavilions and a sunshade, and trail widening and overlay. With the alternates included the low bid site improvement contract was \$2,903,664.36.

The budget for the project was 2.2 million dollars. The funding breakdown for the budget was \$700,000 in grants, \$500,000 from the recent bond issue and \$1,000,000 from the Township's general fund balance. The major variance from budget to actual bid numbers is the cost of stormwater. Stormwater construction on the project came in at 1.3 million dollars. After discussion with YSM Landscape Architects and Dave Leh, Township Engineer, it is recommended that we reject all bids and try to come up with a plan that eliminates some of the stormwater basins and rebid in 2026.