



UPPER UWCHLAN TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
AGENDA  
JANUARY 5, 2026  
7:00 p.m.

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

*The Board May Discuss and Decide All Matters Brought Before Them*

I. OATH of OFFICE ADMINISTRATION ~ Jennifer F. Baxter, Township Supervisor

II. CALL TO ORDER

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

III. ORGANIZATION:

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

IV. CALENDAR

- January 13, 2026 4:00 p.m. Board of Supervisors Workshop
- January 19, 2026 Township Office Closed ~ Martin Luther King, Jr. Day
- January 20, 2026 (Tuesday) 7:00 p.m. Board of Supervisors Meeting

Yard Waste, Christmas Tree Collections: January 7 and 21 (last Christmas Tree collection)  
Do not use plastic bags as these materials are composted. Place materials curbside the night before to guarantee collection. If you cannot wait for a curbside Christmas tree collection, you can take your bare, unadorned Christmas tree to the dumpster for compostable materials at the Public Works facility, 132 Oscar Way, Chester Springs.

V. OPEN SESSION

VI. ADJOURNMENT



## UPPER UWCHLAN TOWNSHIP

### MEMORANDUM

#### ADMINISTRATION

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

FROM: Gwen Jonik  
Township Secretary

RE: January 5, 2026 7:00 p.m. Annual Organization Meeting

DATE: December 31, 2025

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The Board is requested to consider taking the following actions at the January 5, 2026 Organization meeting, which begins at 7:00 p.m. and will be held in the Schoolhouse.

1. Oath of Office Administration – Jenn Baxter
2. The 2025 Chairperson, Jenn Baxter, calls the meeting to order.
  - a. Salute to the Flag
  - b. Moment of Silence
  - c. Inquire If Any Attendee Plans to Audio or Video Record the Meeting
3. 2025 Chairperson designates Tony Scheivert, Township Manager, to conduct the organization of the Board of Supervisors by requesting Nominations / Motion for 2026 Chairperson.

Newly-elected Chairperson conducts election of 2026 Vice-Chairperson.

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

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

J. Township Planner	Brandywine Conservancy
K. Township Traffic Engineer	Bowman
L. Township Wastewater Engineer	ARRO Consulting, Inc.
M. Township Municipal Authority Solicitor	Christopher Frantz, Esquire
N. Township Wastewater Facility Operator	Clean Water, Inc. – Brian Norris
O. Road Master	Mike Esterlis, Director of Public Works
P. Township Fire Marshal	Richard Ruth
Q. Township Auditor	Barbacane, Thornton and Company
R. Township Solicitor	Buckley, Brion, McGuire & Morris, LLP
S. Township Solicitor-Alternate	Unruh, Turner, Burke, & Frees, P.C.
T. Township Solicitor-Labor	Eckert Seamans Cherin & Mellott, LLC
U. Zoning Hearing Board Solicitor	Craig Kalemjian, Esquire
V. Vacancy Board	Vince McVeigh
W. Deputy Township Tax Collector	Keystone Collections Group
X. Police Department Liaison	Sandy D'Amico
Y. Emergency Management Coordinator	Byron Nickerson

\*\* All Consultants, except Bob Wise, and Solicitors expressed interest in continuing to provide services to Upper Uwchlan Township in 2026 and requested consideration for reappointment. Bob Wise retired December 31, 2025. RGA (Richard Grubb & Associates) cannot fulfill our historic preservation consultant position but can assist with specific projects.

The following Consultants/Solicitors *increased* their rates for 2026:

ARRO	\$2-\$5/hour – all positions
Bowman	\$5/hour - several positions
Brandywine Conservancy	\$10/hour – one position
Buckley Brion McGuire & Morris	\$5/hour paralegals; \$10/hour attorneys
Gilmore & Associates	\$2-\$10/hour - all positions

4.A. Commissions / Boards Re-Appointments: the following members expressed interest in continuing to serve their respective Board/Commission.

Emergency Management Planning Commission (3 Year Term):

Kevin Cook, Chief Jones, Byron Nickerson

Environmental Advisory Council: Neil Phillips

Historic Commission (3 Year Term): Vivian McCardell

Municipal Authority (5 Year Term): Lou Schack

Park and Recreation (5 Year Term): Jen Cook, Cathy Tomlinson

Planning Commission (5 Year Term): Joe Stoyack

Technology Advisory Board (3 Year Term): no terms expired

Zoning Hearing Board (3 Year Term): Jim Greaney, Tom Sullivan

- 4.B. Announce the following Vacancies:
  - i. Environmental Advisory Council - 2
  - ii. Historical Commission - 2
5. Recognize Board of Elected Auditors: (6 Year Term)  
Jaqueline Pan Wu.....term expires December 31, 2027  
David Colajezzi .....term expires December 31, 2029  
Jeevitha Nuggihalli .....term expires December 31, 2031
6. Establish the following Bond rates:

Treasurer's Bond.....	\$ 2,000,000
Township Manager's Bond.....	\$ 100,000
Tax Collector's Bond.....	\$ 225,000
7. Establish Depositories of Township's Funds:
  - a. Fulton Bank
  - b. Meridian Bank
  - c. S & T Bank
  - d. First Resource Bank
  - e. Pennsylvania School District Liquid Asset Fund (PSDLAF)
  - f. Presence Bank
8. Establish Board of Supervisors Meeting Schedule:
  - a. Dates: 2<sup>nd</sup> Tuesdays 4:00 p.m. Work Session  
3<sup>rd</sup> Mondays 7:00 p.m. Meeting
  - b. Location: Township Building, 140 Pottstown Pike,  
Chester Springs, PA 19425
9. Establish a Voting Delegate to:
  - a. Pennsylvania State Association of Township Supervisors' (PSATS) Annual Convention in Hershey April
  - b. Chester County Association of Township Officials' (CCATO) Conventions;  
Spring – March; Fall – November
10. Concur with the IRS Standard Mileage Rate for 2026, 72.5 cents per mile effective January 1, 2026. [per <https://www.irs.gov/newsroom/irs-sets-2026-business-standard-mileage-rate-at-72.5-cents-per-mile-up-2.5-cents> ]