



BOARD OF SUPERVISORS,  
JOINT BOARDS / COMMISSIONS WORKSHOP

AGENDA  
September 10, 2019  
4:00 p.m.

LOCATION: Temporary Township Office – 415 Eagleview Blvd., Suite 116, Exton PA 19341

I. Call To Order

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

II. Boards and Commissions

- A. Emergency Management Planning Commission (Byron Nickerson, Chair)
  - 1. EMPC Activities and Initiatives

- B. Historic Commission (Brett Hand, Chair)
  - 1. Updating Resource List
  - 2. Upland Farm House status

- C. Municipal Authority (Matt Brown – Administrator, Hal Harper, Vice-Chair)
  - 1. Capital project(s) update

- D. Park & Recreation Board (Cathy Tomlinson, Chair)
  - 1. 2020 Budget Recommendations

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- E. Planning Commission (Bob Schoenberger, Chair; Sally Winterton, Vice-Chair)
  - 1. Ordinance reviews, amendments
  - 2. Subdivision / Land Development Plans

- F. Technology Advisory Board

- G. Zoning Hearing Board (Lauren Cortesi, Member)

III. Assistant Township Manager, Shanna Lodge

- A. Environmental Advisory Committee - Draft Ordinance

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V. Township Building Expansion/Renovation Project Status Update

VI. Open Session

VII. Adjournment

# Memorandum

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To: Upper Uwchlan Township Board of Supervisors  
From: Catherine Tomlinson, Park and Recreation Board Chair  
Subject: Recommended 2020 Budget Items  
Date: September 6, 2019

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The Upper Uwchlan Township Code assigns the Park and Recreation Board (PRB) the authority to “recommend to the Board of Supervisors plans, programs, and policies regarding the provision of recreation and park services,” and to “advise the Board of Supervisors in the acquisition and development of parklands.”<sup>1</sup> In accordance with these, the PRB presents to the Board of Supervisors the following recommendations for the fiscal year 2020 and 2021 budgets for your consideration.

	2020	2021
<b>Trails</b>		
Windsor Ridge Connection		
Engineering	✓	
Construction		✓
<b>Parks</b>		
Fellowship Fields		
Lower Lot lighting	✓	
Hickory Park		
Parking Lot Lighting	✓	
Entryway Lighting	✓	
Court and Field Lighting		✓
Upland Farms		
Barn - Lower Level Bathrooms	✓	
Barn - Lower Level Classroom Space	✓	
Expanded Parking Lot		✓
Eagle Crossroads		
Whimsical Directional Sign	✓	
Water Feature		✓

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<sup>1</sup> Upper Uwchlan Township Code §27-5.



# UPPER UWCHLAN TOWNSHIP

## MEMORANDUM

### ADMINISTRATION

TO: UPPER UWCHLAN TOWNSHIP BOARD OF SUPERVISORS

CC: Cary Vargo, Township Manager

FROM: Shanna Lodge, Assistant Township Manager

SUBJECT: Draft Environmental Advisory Council (EAC) Ordinance

DATE: August 30, 2019

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At the workshop on July 9, 2019, the Board of Supervisors chose to move forward with further research into establishing an Environmental Advisory Council (EAC) and requested that staff prepare a draft ordinance.

Attached is a draft ordinance for your review. This draft was developed from a review of the sample legislation developed by the EAC network, as well as the ordinances currently in effect in West Vincent and Uwchlan Townships.

Municipalities in Pennsylvania are enabled to establish EACs by the Pennsylvania General Assembly under Act 148 of 1973, as amended by Act 177 of 1996. Act 148, as it is commonly known, stipulates certain requirements regarding the composition and responsibilities of an EAC.

The draft ordinance includes section comments about the requirements of the enabling legislation, as well as areas where the Board may want to provide clarity, focus, or direction to an Upper Uwchlan Township EAC.

## Environmental Advisory Council

### An ordinance establishing an Environmental Advisory Council

#### Section 1: Creation.

The Board of Supervisors of Upper Uwchlan Township hereby establishes an ordinance creating an advisory council to be known as the "Upper Uwchlan Township Environmental Advisory Council." The Board of Supervisors of Upper Uwchlan Township may, at its discretion, disband the Environmental Advisory Council.

#### Section 2: Composition; Membership; Terms.

Environmental Advisory Council members shall be appointed by the Board of Supervisors, which shall also fill any and all vacancies. The Council shall consist of not less than five members nor more than seven residents of Upper Uwchlan Township. The Board of Supervisors shall designate the Chair of the Council. Other officers may be selected by the Council.

**Commented [SL1]:** 3 to 7 members, who serve without compensation and are appointed to staggered three-year terms, are required by the enabling legislation.

Duly appointed Council members shall serve a term of three years, except that initial appointment shall be so staggered that the terms of approximately 1/3 of the membership shall expire each year. Council members' terms of office shall expire at the reorganization meeting of the Board of Supervisors following the last year of their term of office.

**Commented [SL2]:** The enabling legislation requires that the elected Board select the EAC chairperson.

Members of the Council should have experience in the areas of environmental science, ecology, preservation, recreation, or related fields, where feasible. When possible, one member of the Council shall also be a member of the Upper Uwchlan Township Planning Commission.

**Commented [SL3]:** This cross-membership is recommended by Act 148. The Board may determine whether or not to recommend this by ordinance.

#### Section 3: Compensation.

Members of the Council shall receive no compensation for their services but may be reimbursed by the Township for all expenses incurred in performing their duties, provided such expenditures were approved prior by the Township.

**Commented [SL4]:** Act 148 stipulates that EAC members not receive compensation for their service.

#### Section 4: Bylaws.

The Council may adopt bylaws with the approval of the Board of Supervisors.

#### Section 5: Authority of the Council.

A. The Council shall have the power to:

**Commented [SL5]:** Act 148 empowers EACs to do these things. The Board may alternatively decide to provide some focus for the Council in this section.

- 1) Identify environmental issues and recommend plans and programs to the appropriate municipal agencies for the promotion and conservation of natural resources and for the protection and improvement of the quality of the environment within its territorial limits.
- 2) Make recommendations for the use of open land areas.
- 3) Promote a community environmental program.
- 4) Keep an index of all open space, publicly or privately owned, including floodprone areas, swamps and other unique natural areas, for the purpose of obtaining information on the proper use of those areas.
- 5) Advise the appropriate local government agencies, including the planning commission and recreation and park board and the elected governing body, on the acquisition of property, both real and personal.

B. All recommendations of the Council shall be presented to the Township Manager, who shall forward same to the Board of Supervisors.

**Section 6: Minutes and Reports.**

The Council shall keep minutes of its meetings, which it shall submit to the Board of Supervisors.

**Commented [SL6]:** Act 148 mandates that all EACs keep minutes and annual reports.

The Council shall submit an annual report to the Board of Supervisors each calendar year of its meetings and activities. Said report shall be made available to the public.

**Section 7: Annual Budget.**

The Council shall annually submit to the Township Manager a proposed budget for the ensuing year no later than September 30 of the calendar year, setting forth all proposed expenditures and programs with sufficient justification. The Council shall not in any manner obligate the Board of Supervisors for the payment of any Township funds until the same is appropriated by the Board of Supervisors.

**Commented [SL7]:** This section regarding annual budget is consistent with the language in Upper Uwchlan Township's Park and Recreation Board ordinance.

**Section 8: Coordination of Activities**

The Council is to be advisory and shall coordinate its activities with the Board of Supervisors and other boards and commissions as the Board may from time to time designate.