



TOWNSHIP OF UPPER UWCHLAN
BOARD OF SUPERVISORS
ORGANIZATION MEETING
January 6, 2020
Approved

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

Attending:

Board of Supervisors

Sandra M. D'Amico, Member
Jamie W. Goncharoff, Member
Jenn F. Baxter, Member

Township Administration

Shanna Lodge, Acting Township Manager
Gwen Jonik, Township Secretary
Jill Bukata, Township Treasurer
John DeMarco, Police Chief
Al Gaspari, Codes Administrator
Mike Heckman, Director of Public Works

District Judge Lori Donatelli administered Jennifer F. Baxter's Oath of Office at 6:30 p.m.
The Baxter family was in attendance.

Mrs. D'Amico, 2019 Vice-Chair, called the meeting to order at 7:02 p.m., led the Pledge of Allegiance, offered a moment of silence, and asked if anyone planned to record the meeting. There were no responses.

Organization of the Board

Mrs. D'Amico asked Ms. Lodge to conduct the election of Supervisors' Chairperson for calendar year 2020. Ms. Lodge requested nominations for Chairperson, Mr. Goncharoff nominated Mrs. D'Amico, Mrs. Baxter seconded the nomination, and Mrs. D'Amico was elected Chairperson for 2020.

Mrs. D'Amico requested nominations for Vice-Chairperson for 2020. Mrs. Baxter nominated Mr. Goncharoff, Mrs. D'Amico seconded the nomination, and Mr. Goncharoff was elected Vice-Chairperson for 2020.

Appoint Staff, Consultants, Solicitors

Mr. Goncharoff moved, seconded by Mrs. Baxter, to reappoint the Staff, Consultants and Solicitors as follows. The Motion carried unanimously.

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

k. Township Traffic Engineer	McMahon Associates, Inc.
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	Michael Heckman, Director of Public Works
p. Township Fire Marshal	Richard Ruth
q. Township Auditor	Barbacane, Thornton and Company
r. Township Solicitor	Buckley, Brion, McGuire & Morris, LLP
s. Township Solicitor-Alternate	Unruh, Turner, Burke, & Frees, P.C.
t. Township Solicitor-Labor	Reed, Smith, Shaw, McClay
u. Zoning Hearing Board Solicitor	Craig Kalemjian, Esquire
v. Vacancy Board	William Quinn
w. Deputy Township Tax Collector	Jill Bukata, C. P. A., Township Treasurer
x. Police Department Liaison	Jamie Goncharoff

Mrs. D'Amico noted that all consultants and solicitors had provided their 2020 Fee Schedules, which were accepted.

Appoint Boards & Commissions Members

Mr. Goncharoff moved, seconded by Mrs. Baxter to reappoint the following Boards and Commissions members. The Motion carried unanimously.

Emergency Management Planning Commission (3 Year Term): Byron Nickerson (EMC), Kevin Cook, John DeMarco;

Historical Commission (3 Year Term): Vivian McCardell, Devdeep Maity;

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

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

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

Mrs. D'Amico announced that there is 1 vacancy on the Historical Commission and the Park & Rec Board. Ms. Lodge explained that the Volunteer Application is posted on the website and Applications are held for 2 years, to review for interested parties when vacancies occur.

Recognize Elected Auditors

Mrs. D'Amico announced the Board of Elected Auditors at this time is Vincent McVeigh. There are 2 vacancies – one Auditor, unfortunately, is recently deceased (term through December 31, 2021) and the other has moved out of the Township (term through December 31, 2023).

Establish Bond Amounts, Depositories of Township Funds

Mr. Goncharoff moved, seconded by Mrs. Baxter, to establish Bond rates as follows. The Motion carried unanimously.

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

Mr. Goncharoff moved, seconded by Mrs. Baxter, to establish the Depositories of Township funds as follows. The Motion carried unanimously.

Fulton Bank, Meridian Bank, DNB First (Downingtown National Bank),
First Resource Bank (Certificate of Deposit), and Pennsylvania School
District Liquid Asset Fund (PSDLAF).

Establish Board of Supervisors Meeting Schedule

Mrs. D'Amico announced the Board of Supervisors will meet at the temporary Township Office at 415 Eagleview Blvd., Suite 116, Exton PA 19341 on the second Tuesday of the month, 4:00 PM, and on the third Monday of the month, 7:00 PM.

Establish Voting Delegate

Mr. Goncharoff moved, seconded by Mrs. D'Amico, to establish Mrs. Baxter as the voting delegate for the Pennsylvania State Association of Township Supervisors (PSATS) Annual Conference in Hershey, May 3-6, 2020, and the Chester County Association of Township Officials (CCATO) Spring and Fall 2020 Conferences. The Motion carried unanimously.

IRS Standard Mileage Rate

Mr. Goncharoff moved, seconded by Mrs. Baxter, to concur with the IRS Standard mileage rate for 2020 at 57.5 cents per mile, which was effective January 1, 2020. The Motion carried unanimously.

Mrs. D'Amico announced the following calendar:

January 7, 2020, 4:00 PM Elected Auditors Annual Organization Meeting;
January 20, 2020 Martin Luther King, Jr., Day - Township Office is open – trash and recycling will be collected;
January 21, 2020 (Tuesday) 7:00 PM Board of Supervisors Meeting;
February 11, 2020 4:00 PM Board of Supervisors Workshop;
February 11, 2020 Struble Trail Extension Conditional Use Hearing (time to be determined);
February 17, 2020 Presidents' Day - Township Office is closed – trash and recycling will be collected;
February 18, 2020 (Tuesday) 7:00 PM Board of Supervisors Meeting.

Open Session

Mr. Goncharoff inquired if a Policy or Resolution is required to allow for a Supervisor to remotely attend a meeting, such as via phone. Ms. Lodge will investigate.

Adjournment

There being no further business to be brought before the Board, Mr. Goncharoff moved, seconded by Mrs. Baxter, to adjourn the meeting at 7:11 PM. The Motion carried unanimously.

Respectfully submitted,

Gwen A. Jonik
Township Secretary