



Upper Uwchlan Township  
Board of Supervisors Workshop  
March 10, 2020  
4:00 p.m.  
Minutes  
**Approved**

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

In attendance:

Sandy D'Amico, Chair  
Jamie Goncharoff, Vice-Chair  
Jenn Baxter, Member

Tony Scheivert, Township Manager  
Shanna Lodge, Assistant Township Manager  
Gwen Jonik, Township Secretary  
John DeMarco, Police Chief  
Jill Bukata, Treasurer  
Kristin Camp, Esq., Township Solicitor

Sandy D'Amico called the Workshop to order at 4:01 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.

Resolution to Appoint Thomas A. Scheivert as Township Manager

Tony Scheivert introduced his family – wife, Erin, 3 daughters, and his in-laws, who were in attendance to witness him take his Oath of Office.

Sandy D'Amico read the following Resolution title: “A Resolution appointing Thomas A. Scheivert as Township Manager, Pension Plan Administrator for the Upper Uwchlan Township Uniformed Employees and Non-Uniformed Employees Pension Plans, Trustee for the Delaware Valley Workers Compensation Trust, Delaware Valley Insurance Trust, and Delaware Valley Health Trust, and Representative for the Chester County Tax Collection Committee”

Jamie Goncharoff moved, seconded by Jenn Baxter, to adopt Resolution #03-10-20-01 appointing Mr. Scheivert as noted above. The Motion carried unanimously.

Mr. Scheivert affirmed his Oath of Office to Gwen Jonik, Public Notary.

Jamie Goncharoff moved, seconded by Jenn Baxter, to adopt Resolution #03-10-20-02, appointing Jill Bukata as the Township's Alternate Representative to the Chester County Tax Collection Committee. The Motion carried unanimously.

Traffic Signal / Intersection Revisions

Kristin Camp, Esq., Township Solicitor, explained there are two applications to PennDOT for traffic signal / intersection revisions that would need to be executed by the Township Manager if approved by the Board at their March 16 meeting. One application is for revisions at Pottstown Pike – Park Road – Station Boulevard to add a right turn lane to the northbound departure of Pottstown Pike and to connect the proposed trail from Byers Station Parcel 5C to the existing curb ramps on the northeast corner of the intersection. The second application is for the signal at Graphite Mine Road and Byers Road, to replace pedestrian push buttons with APS buttons, replace pedestrian signal heads with countdown signal heads, add a new driveway to the westbound approach.

Ms. Camp also explained the Township has executed an Agreement with the landowner of Byers Station Parcel 5C – Commercial Lot 2, whereby the landowner will install drainage storm water

facilities in Pottstown Pike and the Township will sign the PennDOT Application for the Highway Occupancy Permit. That signature doesn't require a resolution.

#### Profound Technology Escrow Agreement

Ms. Camp advised that standard construction escrow forms and financial security agreements will be before the Board for approval at their March 16 meeting.

#### Acting Township Manager's Report

Shanna Lodge noted the following activities: the renovations to the Township building are moving along; the remainder of the paving will be complete before we move back; the furniture installation will start tomorrow; the final punchlist meeting was today – it has @ 200 items on it and the Project Manager is on top of things; the Police Dept. has more work to do after their furniture is installed and will move a week or two later. We're targeting March 27 as the move-in date.

Jamie Goncharoff moved that in light of hiring Tony Scheivert, Shanna will return to her position of Assistant Township Manager. Jenn Baxter seconded and the Motion carried unanimously.

Shanna Lodge also reported that Ben LaGarde has resigned as Township Tax Collector as he is moving out of the Township. The effective date is March 21, 2020. Guy Donatelli has volunteered to fill this elected-position vacancy until the next Municipal election but needs to confirm with his Firm that no conflicts will exist. Kristin Camp advised that that person needs to sign a document as to who / what Firm would collect the taxes, etc. In this case, Berkheimer will continue to collect the taxes. Jill Bukata was appointed Deputy Tax Collector years ago and she will contract with Berkheimer. The Township may move toward using the County Tax Office in the future. The Tax Collector compensation and expectations are defined in an Ordinance.

There are two vacancies for Elected Auditors; the Township real estate tax bills will be mailed soon; there will be polling place changes for 2 precincts as UTI is no longer available – Voter Services will send notifications to those precincts and we'll publish on the website.

TC Energy Partners began their work at Hickory Park and that will continue through April. GEYA has been affected and has no issues finding alternate fields at this time. TC Energy might offer grants to help them with field fees. The \$25,000 contribution for the temporary easement will be spent as the Supervisors determine from suggestions from the Park & Recreation Board. Ms. Camp recommended we receive that contribution as soon as possible.

Gwen Jonik noted that the annual Agreements with the emergency service providers will be signed and mailed this week, and the Board of Supervisors annual compensation has been increased with the Township population increase, as is allowed by the Second Class Township Code.

Tony Scheivert advised that the Managers' Consortium has been discussing how to handle public meetings in light of the coronavirus outbreaks. Some Municipalities aren't holding public meetings at this time. Ms. Camp suggested deferring all Boards and Commissions meetings the rest of this month; cancel all non-essential meetings; announce that we're not allowing public use of the meeting room at this time. Employees should begin working from home if we have that capability – take home computers, forward desk phones, etc.

#### Adjournment

There being no further business to be brought before the Board, the Workshop was adjourned at 5:00 p.m. The Board proceeded to hold an Executive Session regarding legal matters.

Respectfully submitted,  
Gwen A. Jonik  
Township Secretary