



TOWNSHIP OF UPPER UWCHLAN  
BOARD OF SUPERVISORS  
MEETING  
March 15, 2021  
Minutes  
**Approved**

LOCATION: This was a virtual meeting, held via Zoom video/audio conferencing, to minimize public exposure to COVID-19. The meeting's Public Notices instructed those interested in participating in the meeting to email or call the Township Manager for the link and password to join in the meeting.

Attending:

Board of Supervisors

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

Kristin Camp, Esq., Township Solicitor

Township Administration

Tony Scheivert, Township Manager  
Shanna Lodge, Assistant Township Manager  
Gwen Jonik, Township Secretary  
Jill Bukata, Township Treasurer  
John DeMarco, Police Chief  
Rhys Lloyd, Building Code Official  
Anthony Campbell, Zoning Officer  
Mike Heckman, Director of Public Works  
Dave Leh, Township Engineer

Mrs. D'Amico called the meeting to order at 7:01 p.m., led the Pledge of Allegiance and offered a moment of silence. No one planned to record the meeting. There were six citizens in attendance.

Approval of Minutes

Mrs. Baxter moved to approve as presented the minutes of the February 9, 2021 Board of Supervisors Workshop and the February 16, 2021 (Tuesday) Board of Supervisors Meeting. Mr. Goncharoff seconded with a recommended change to the aboveground outdoor storage tank discussion on page 2 of the February 9, 2021 Board of Supervisors Workshop minutes. He requested the addition of the following sentence, "*Jamie Goncharoff recommended the Township contact some outside expert(s) to help us with the aboveground outdoor storage tank issue.*" The recommendation was accepted by Mrs. Baxter and the Motion carried unanimously.

Approval of Payments

Mrs. Baxter moved, seconded by Mr. Goncharoff, to pay all vendors as listed March 12, 2021. The Motion carried unanimously.

Treasurer's Report

Jill Bukata reported the balance sheet remains strong; year-to-date revenues are at 17.1% of the budget; year-to-date expenses are at 13.4% of the budget; earned income tax receipts through March 12 were \$1,029,258 which is \$82,000 higher than the end of March 2020; the year-end audit began today and will take @ 2 weeks.

Supervisor's Report

Mrs. D'Amico advised that the Board had met this evening with Steve Hirsh, a candidate to fill the Emergency Management Planning Commission's (EMPC) vacancy following Bernie Carroll's resignation. Mr. Carroll was an excellent volunteer for 11 years with the EMPC. Mr. Hirsh has

wonderful experience from 41 years with the Environmental Protection Agency. Mr. Goncharoff moved, seconded by Mrs. Baxter, to appoint Steve Hirsh to the EMPC. The Motion carried unanimously. Mr. Hirsh is filling a mid-term vacancy; his term will expire December 31, 2021. The Board thanked Byron Nickerson, EMPC Chair, for his leadership.

Mrs. D'Amico read the following published calendar: April 2, 2021 Township Office Closed ~ Good Friday; April 13, 2021 4:00 PM Board of Supervisors Workshop; April 19, 2021 7:00 PM Board of Supervisors Meeting; yard waste collection dates: March 17, April 7, 14, 21 and 28.

Mr. Scheivert added that in lieu of the annual egg hunt, on March 27, 2021 the Easter Bunny will be visiting communities throughout the Township 8:30-2:00 via fire trucks. We thank our local fire companies for assisting with this activity.

## ADMINISTRATION REPORTS

### Township Engineer's Report

Dave Leh reported a minor subdivision plan has been submitted by Jim Dewees, to subdivide an existing 11-acre residential parcel into a 1+ acre lot containing the existing residence and a 10 acre agricultural lot, no new development planned. A land development plan was submitted for 164 Byers Road – this is for a Plan that received Final Approval in 2010 but since no construction occurred, that Approval has expired. Township consultants reviewed the Plan and the Applicant is working to address their comments. A pre-construction meeting was held recently for Hankin's Eagleview Lot 1C flex building. Construction was held off during 2020 due to the pandemic; earthmoving will begin soon.

Mr. Goncharoff asked what Lot 1C entailed, which is a large flex office / warehouse building, similar to what exists on Lot 1B – could be single or multi-tenants; Joanne McNaughton commented that construction had begun and had the landscape design been analyzed (SALDO Section 162-57) regarding existing views to and from the project site. Mr. Leh recalled a berm was added to the landscape plan during the project's Final Approval. Mrs. McNaughton is concerned with the view from the residential side. Brandywine Conservancy reviewed the landscaping plan and would have commented on deficiencies. Kristin Camp noted the Township couldn't impose a condition on the Applicant to go on someone else's property and suggested Brandywine Conservancy be requested to review the landscaping plan from the McNaughton's perspective. Mr. Goncharoff suggested coordination of Brandywine analyzing the view from the McNaughton property after being given permission to access their property to do so. Ms. Camp noted that the Plan had received Approval, and the Township could make a request for additional landscaping if believed it will be deficient, but Hankin wouldn't have to agree.

### Building and Codes Department Report

Rhys Lloyd reported it was another busy month with 67 building permits being issued, totaling \$38,566 in permit fees; there are a lot of sales, both new and re-sales; recently resumed in-person re-sale inspections; increased deck and patio permits.

### Police Chief's Report

Chief DeMarco reported some of last month's activities include 136 traffic stops; 105 traffic warnings issued; 7 crimes reported; 2 arrests; a law enforcement Grant allowed for the acquisition of equipment using thermal cameras for quick temperature checks in the Township building lobbies; Downingtown School District resumed 4-day/week in-person schooling and it looks like 75-80% are going in-person; several snow/ice events last month and Chief thanked Mike Heckman and the Public Works staff for their assistance with emergency responses during the storms; a condensed version of Junior Police Academy will be held late June – following CDC guidelines.

### Public Works Department Report

Mike Heckman reported the Department received and completed 90 work orders last month; plowed, salted, repaired equipment and washed salt from the equipment; serviced police cars; serviced and repaired as needed the generators at Authority facilities; Mr. Heckman thanked Chief DeMarco and Tony Scheivert for helping out with snow removal at the township building. Mrs. D'Amico thanked the Department for their work during the multiple snow events.

### Land Development

Dave Leh advised the Preserve at Marsh Creek requested an escrow release for installation of the sanitary sewer conveyance system and disposal fields. ARRO reviewed the request and recommended release of \$669,462.83. Mr. Goncharoff moved, seconded by Mrs. Baxter, to approve Release #1 for sanitary sewer work at Preserve at Marsh Creek Phase 1 in the amount of \$669,462.83. The Motion carried unanimously.

Mr. Leh advised that Profound Technologies - 125 Little Conestoga Road – requested an escrow release for the majority of the site improvements for this project. Gilmore & Associates reviewed the request, inspected the work, and recommend releasing \$169,516.33. Mr. Goncharoff moved, seconded by Mrs. Baxter, to approve Release #1 for site improvements at 125 Little Conestoga Road. The Motion carried unanimously.

### ADMINISTRATION

Fellowship Fields Turf Field Replacement. Tony Scheivert reported that 3 bids were received March 8 for the replacing the turf field at Fellowship Fields: Keystone Sports Construction \$268,415; Sprint Turf \$297,800 and Field Turf \$306,000. Keystone Sports Construction is the low bidder. They provided a list of 25 installations and several letters of recommendation. The 3 bidders were Co-Stars vetted (State contract vendors) which provides the Township with the option to award the contract to any of them.

Mrs. D'Amico moved, seconded by Mrs. Baxter, to award the contract to Keystone Sports Construction, the low bidder by \$31,000, at \$268,415.00. Kristin Camp asked if Alternate 1, 2 and 3 would be awarded and Mr. Scheivert advised Alternates 1 and 2 would be awarded, and while Alternate 3 is an “as needed” item, it should be included. It was confirmed that even with the 3 Alternates the low bidder would remain Keystone Sports Construction. Discussion followed, including Dan Driscoll, with Sprint Turf, suggesting that his company should be awarded the contract as he is a resident and has been heavily involved in the Township’s parks and recreation facilities and he would serve as the Project Manager; Geoff Sellers, with Keystone Sports, commented his company should be awarded the contract as low bidder and he is also a resident and active in the youth athletic programs. The Motion to award the contract for Fellowship Fields turf field replacement to Keystone Sports Construction at \$268,415 carried unanimously.

Pennsylvania 811 Safe Digging Month. Gwen Jonik presented a Resolution whereby the Township would recognize April 2021 as “Pennsylvania Safe Digging Month”, an initiative of the Pennsylvania 811 system to publicize and encourage residents and contractors to “Call (8-1-1) Before You Dig” three (3) days before they dig in preparation for home improvement projects this Spring -- decks, patios, etc. The Resolution and details will be posted on the website and various social media messages. Mr. Goncharoff moved, seconded by Mrs. Baxter, to adopt Resolution # 03-15-21-01 in support of the Pennsylvania Underground Utility Line Protection Law and promote safe digging. The Motion carried unanimously.

Environmental Advisory Council (EAC) Ordinance. Shanna Lodge presented a draft Ordinance that would establish a Township EAC, an advisory body that would gather information and provide recommendations to the Board of Supervisors regarding various environmental issues. The draft Ordinance was reviewed and edited by the Township Solicitor and the Board is requested to authorize the advertisement of the Ordinance for potential approval next month. Mr. Goncharoff moved, seconded by Mrs. Baxter, to authorize the advertisement of the draft Ordinance. The Motion carried unanimously.

Open Session

No comments were offered.

Adjournment

There being no further business to be brought before the Board, Mrs. D'Amico adjourned the meeting at 7:39 p.m.

Respectfully submitted,

Gwen A. Jonik  
Township Secretary