



TOWNSHIP OF UPPER UWCHLAN  
BOARD OF SUPERVISORS  
MEETING  
August 16, 2021  
Minutes  
**Approved**

LOCATION:

Township Building, 140 Pottstown Pike, Chester Springs PA 19425

Attending:

Board of Supervisors

Sandra M. D'Amico, Member  
Jamie W. Goncharoff, Member  
Jenn F. Baxter, Member (via phone)

Kristin Camp, Esq., Township Solicitor

Township Administration

Tony Scheivert, Township Manager  
Shanna Lodge, Assistant Township Manager  
Gwen Jonik, Township Secretary  
John DeMarco, Police Chief  
Jill Bukata, Township Treasurer  
Rhys Lloyd, Building Code Official  
Anthony Campbell, Zoning Officer  
Mike Heckman, Director of Public Works  
Mary Lou Lowrie, Gilmore & Associates

Mrs. D'Amico called the meeting to order at 7:00 p.m., led the Pledge of Allegiance and offered a moment of silence. No one planned to record the meeting. There were 10 citizens in attendance. Mrs. D'Amico announced an Executive Session was held July 19, 2021, regarding a personnel matter.

Approval of Minutes

Mr. Goncharoff moved, seconded by Mrs. Baxter, to approve as presented the minutes of the July 13, 2021, Board of Supervisors Workshop. The motion carried unanimously.

Mr. Goncharoff moved, seconded by Mrs. Baxter, to approve as presented the minutes of the July 19, 2021, Board of Supervisors Meeting. The motion carried unanimously.

Approval of Payments

Mr. Goncharoff moved, seconded by Mrs. Baxter, to approve the payments to all vendors listed August 13, 2021. The motion carried unanimously.

Treasurer's Report

Jill Bukata reported that the balance sheet remains strong; year-to-date revenue is 81.5% of budget; year-to-date expenses are 51.6% of budget; earned income taxes receipts through August 11 are \$254,000 higher than the end of August 2020.

Supervisor's Report

John Kern, Constituent Advocate, U.S. Rep. Chrissy Houlahan's Office, provided a brief update of Rep. Houlahan's legislative actions – the American Rescue Plan and the Invest in America Act -- and the services or assistance her Office offers – assist constituents with any Federal agency, grant applications for local government, securing funds for local projects, assisted with 2,600 cases and returning over \$7 million since she took office. She was elected to a second

term (January 2021 thru December 2022), serving all of Chester County and southern Berks County; however, that will change following the 2020 Census and redistricting.

Mr. Goncharoff commented that he had contacted their Office and had yet to receive a call back.

2020 Audited Financial Statements Presentation. Jeff Kowalczyk, CPA, Audit Partner, Barbacane Thornton & Company, advised that they audited 2 sets of financial statements – the Department of Community and Economic Development (DCED) and the Comprehensive Annual Financial Report (CAFR). He was pleased to report that they issued clean opinions, there were no significant deficiencies, no issues with internal controls – which was difficult to maintain during the stay-at-home period and then returning to the office, no degradations during that time, no significant journal entries to recommend, no pension liability noted as it was fully funded.

Mrs. D'Amico read the following calendar: August 20, 2021 Dusk – Movie Night at Hickory Park; September 6, 2021 Office closed for Labor Day – no trash and recycling service on Monday; September 14, 2021 4:00 PM Joint Boards & Commissions Workshop; September 18, 2021 E-Waste Event 9:00-Noon at Public Works – registration is required; September 20, 2021 7:00 PM Board of Supervisors Meeting, Conditional Use Hearing ~ Barn on Moore; and yard waste collections August 18, September 1, 8, 15, and 22.

Mr. Goncharoff suggested we consider offsetting the fees that residents are required to pay to the Hauler at the E-Waste Events for televisions, computer monitors, microwaves, etc. It was noted that the Hauler charges the fee for their disposal of those items.

#### Administration Reports

##### Township Engineer's Report

Mary Lou Lowrie, Gilmore & Associates, reported that construction continues at the new developments with no issues; escrow release requests have been recommended for Reserve at Chester Springs and Marsh Lea. The escrow releases will be discussed during Land Development.

##### Building and Codes Department Report

Rhys Lloyd reported the Department had another record-breaking month, issuing 99 building permits in July, totaling \$131,055.84 in permit fees, processing 32 re-sale permits and numerous refinances, and meeting with residents regarding questions and safety issues. Mrs. D'Amico commended the Department.

##### Police Chief's Report

Chief DeMarco reported there were 1,220 calls last month, including 33 I.D. theft reports. The Department is working with West Vincent Township for the music festival at Ludwigs Corner later this month; they helped select a dog to adopt via staff contributions; in follow up to the Park Road emergency exit project, a meeting was held, coordinated by Byron Nickerson, Township Emergency Management Coordinator (EMC), and they continue to work with emergency services partners to develop alternate routes. A presentation will be made to the Board at a September meeting.

##### Public Works Department Report

Mike Heckman reported that 157 work orders were received and completed; along with routine maintenance, the Staff inspected road milling, raised manholes and inlet boxes in preparation

for paving, worked with PaDEP to investigate and stop the water leak in Abbonizio's driveway, repaired a sewer main on Ivystone Drive, repaired a stormwater pipe and inlet on Krauser Road, they await paint for road marking and line striping – there's a traffic-marking paint shortage so these projects will be done as we receive the paint, and Staff have completed various safety classes and policy review/testing. Mrs. D'Amico commended the Department on the preparation and paving of the roads. She inquired how late in the year can crosswalks be painted. Mike Heckman replied September, perhaps into October, for the paint to dry quicker.

#### Land Development

Marsh Lea Escrow Release Request #10. Moser Builders has requested an escrow release of \$99,417.25 for public improvements completed in the Marsh Lea development. Gilmore & Associates has reviewed the request and recommends the release of the requested amount. Mr. Goncharoff moved, seconded by Mrs. Baxter, to release \$99,417.25 to Moser Builders as recommended by the Township Engineer. The motion carried unanimously.

Reserve at Chester Springs Escrow Release #9/Final. Toll Brothers has requested the final escrow release, \$50,000, for public improvements completed at the Reserve at Chester Springs development. They've provided a Deed of Dedication for the Township to accept the roads and stormwater infrastructure within the roads – Dominic Drive, Emmett Lane and Radek Court -- and request the release of the Performance Bond as they've provided an 18-month Maintenance Bond for those improvements. A Trail Parking Easement Agreement was provided, to allow for the future construction of a parking area by the Township for trail access on Open Space Lot 67.

Gilmore & Associates had reviewed the \$50,000 escrow release request and recommends approving the release. They also recommend releasing the Performance Bond as the Maintenance Bond has been received. Kristin Camp, Esq., has reviewed all the documents and finds them satisfactory. The trail easement for parking on Lot 67 is 150' for a potential parking lot in the future. The trail(s) will be maintained by the Homeowners Association; the Township would have to construct and maintain the parking lot. The Township can accept dedication of the roadways via a Resolution.

Mr. Goncharoff questioned use of Township funds for the parking lot, with Ms. Camp replying that the developer provided the area and the easement but costs to construct a parking lot would be up to the Township.

Ms. Camp asked if all consultants and staff had reviewed the documents and are comfortable accepting the dedication. Tony Scheivert asked if the Homeowners Association was responsible for the landscaped islands in the roadway. Ms. Camp looked through the Homeowners Association declaration and covenants and the islands weren't mentioned. She will review the Plan for notations. Lou Colagreco, Esq., representing Toll Brothers, inquired if the Board would accept the roads conditioned on the Homeowners Association taking responsibility of the landscaped islands. The Board preferred that the responsibility be stated in the Deed of Dedication.

Mr. Colagreco inquired if the Board would approve the trail parking easement agreement this evening. Mr. Goncharoff moved, seconded by Mrs. Baxter, to approve the Trail Parking Easement Agreement between the Township and Toll Brothers. The motion carried unanimously.

## ADMINISTRATION

Upland Farms Barn Renovations Update. Tony Scheivert advised that the renovations are proceeding nicely. Most of the interior walls are framed, replacing the roof is delayed until September due to materials receipt and contractor's schedule, the garage doors won't arrive for 3-4 months, there have been no significant change orders or cost increases and the project is under budget at this point. The Building Inspectors have been checking on the project daily.

## Open Session

Joe Stoyack, Vice-Chair of the Planning Commission, commented that the Pennsylvania Municipalities Planning Code (MPC) states the Comprehensive Plan (Comp Plan) is to be updated every 10 years. Upper Uwchlan's Comp Plan was last updated in 2014. The Planning Commission is beginning the process of updating our Comp Plan, which is a broad view of how we'd like the township to be over the next 10 years. All township boards and commissions will be asked for input, we'll work with consultants and also update the Master Trail Plan and the Village Transportation Plan. A rough schedule is to get cost estimates from consultants and begin the update in 2022, first drafts and public input in 2023, and internal review and adoption in 2024. The Board of Supervisors is asked to provide their thoughts on the priorities and high-level goals for the township over the next ten years -- such as trail expansion, public transportation -- and respond to the Planning Commission over the next few months.

Mr. Goncharoff suggested highlighting the Comp Plan on the website and asking the public to focus on certain areas throughout the process. Mrs. Baxter asked if this process helps identify potential zoning codes that conflict with our current ordinances. That is correct, such as we've seen over the past year with outdoor dining, and residents asking about community gardens. Kristin Camp explained the Comp Plan establishes the goals and the implementation plan outlines how to achieve the goals. If the Supervisors have ideas for things that they don't want to have to approve or to waive, those are the items they can change in the ordinances along the way.

Irina Colligan, Lafitte Court, commented that the quantity and location of real estate signs are a safety issue as they interfere with sight distance at Milford Road and Little Conestoga Road and various other intersections. The Codes department will look into it and if blocking sight distances, that's a violation.

Tony Scheivert advised that Toll Brothers submitted a Conditional Use Application for a 64-unit project at 100 Greenridge Road. The application has been forwarded to township consultants for review. Kristin Camp noted that the Board is to schedule a Hearing within 60 days and we'll have to ask for an extension as the 60 days ends before the Board's October meetings. Discussion ended with October 25 as a tentative Hearing date.

A Stonehedge Drive resident commented on there being too much development and too much traffic in the area. Mr. Goncharoff noted that her comment was understandable; zoning allows for certain types of development by right and the Board has no authority to limit that; however, if the proposed development is outside of by right, the Board tries to use their discretion. Discussion included the lack of affordable housing in the area and the County.

Mr. Goncharoff commented that would like more than a few days to review information before he has to discuss and potentially approve something. He suggests the public also receive information as far in advance as possible and would like the Township consultants' comments of the 100 Greenridge Road Conditional Use Application to be made public as soon as received.

Mrs. D'Amico agreed that whenever possible, we should get information to the public as far in advance as possible.

Adjournment

There being no further business to be brought before the Board, Mrs. D'Amico adjourned the meeting at 8:51 p.m.

Respectfully submitted,

Gwen A. Jonik  
Township Secretary