



TOWNSHIP OF UPPER UWCHLAN  
BOARD OF SUPERVISORS  
ORGANIZATION MEETING  
January 3, 2023  
**Approved**

Attending:

Board of Supervisors

Sandra M. D'Amico, Member  
Jennifer F. Baxter, Member  
Andrew P. Durkin, Member

Township Administration

Tony Scheivert, Township Manager  
Lieutenant Tom Jones, Interim Chief of Police  
Corporal Joe Carr  
Corporal Kyle Sherman  
Rhys Lloyd, Director of Code Enforcement

The annual Board of Supervisors' organization meeting was held at the Township Building, 140 Pottstown Pike, Chester Springs PA 19425.

Mrs. D'Amico, 2022 Chair, called the meeting to order at 7:02 p.m., led the Pledge of Allegiance and offered a moment of silence. No one planned to record the meeting. There was one citizen in attendance.

Organization of the Board

Mrs. D'Amico asked Mr. Scheivert to conduct the election of Supervisors' Chairperson for calendar year 2023. Mrs. Baxter nominated Mrs. D'Amico. Mr. Durkin seconded the nomination and Mrs. D'Amico was elected Chairperson for 2023 by unanimous vote.

Mrs. D'Amico requested nominations for Vice-Chairperson for 2023. Mr. Durkin nominated Mrs. Baxter. Mrs. D'Amico seconded the nomination and Mrs. Baxter was elected Vice-Chairperson for 2023 by unanimous vote.

Appoint Staff, Consultants, Solicitors

Mrs. Baxter moved, seconded by Mr. Durkin, to reappoint the following Staff, consultants and solicitors with the exception of "E" Police Right-To-Know Officer. The Motion carried unanimously.

A. Township Manager	Tony Scheivert
B. Assistant to the Township Manager	Lindsay Yeager
C. Township Secretary	Gwen Jonik
D. Right-To-Know (Open Records) Officer	Gwen Jonik
E. Right-To-Know Officer (Police)	Lieutenant, Interim Chief Tom Jones
F. Township Treasurer	Jill Bukata, C.P.A.
G. Zoning Officer	Anthony Campbell
H. Director of Code Enforcement	Rhys Lloyd
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	Mike 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	Eckert Seamans Cherin & Mellott, LLC
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	Sandy D'Amico
Y. Emergency Management Coordinator	Byron Nickerson

Mrs. Baxter moved, seconded by Mr. Durkin, to appoint Tom Jones as the Right-To-Know Officer for the Police Department and as Chief of Police. The Motion carried unanimously. Chief Jones will be sworn in at the January 17, 2023 Supervisors meeting, being held at 6:00 p.m. at the Barn at Upland Farm.

#### Appoint Boards & Commissions Members

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

Emergency Management Planning Commission (3 Year Term): Byron Nickerson, Kevin Cook

Historical Commission (3 Year Term): Vivian McCardell

Municipal Authority (5 Year Term): Bob Watts

Park and Recreation (5 Year Term): no terms had expired

Planning Commission (5 Year Term): Stephen Fean

Technology Advisory Board (3 Year Term): no terms had expired

Zoning Hearing Board (3 Year Term): Jim Greaney

Announce Vacancies: Mrs. D'Amico announced the following vacancies: Planning Commission (1); Technology Advisory Board (1); Elected Auditor (1).

#### Recognize Elected Auditors

Mrs. D'Amico acknowledged Jaqueline Pan Wu and Vincent McVeigh as the Elected Board of Auditors.

#### Establish Bond Amounts, Depositories of Township Funds

Mrs. Baxter moved, seconded by Mr. Durkin to establish Bond rates as follows, as well as establish the Depositories of Township Funds. The Motion carried unanimously.

Treasurer's Bond at \$2,000,000

Township Manager's Bond \$100,000

Tax Collector's Bond at \$225,000

Depositories:

Fulton Bank, Meridian Bank, S & T Bank (formerly DNB First),  
First Resource Bank (Certificate of Deposit), and Pennsylvania School  
District Liquid Asset Fund (PSDLAF)

#### Establish Board of Supervisors Meeting Schedule

Mrs. Baxter moved, seconded by Mr. Durkin, to establish the Board of Supervisors meeting schedule as Work Session the 2<sup>nd</sup> Tuesday of each month at 4:00 p.m. and the Business Meeting the 3<sup>rd</sup> Monday of each month at 7:00 p.m. The Motion carried unanimously.

#### Establish Voting Delegate

Mrs. Baxter moved, seconded by Mrs. D'Amico, to establish Mr. Durkin as the voting delegate for the Pennsylvania State Association of Township Supervisors (PSATS) Annual Conference in Hershey, April 23-26, 2023, and the Chester County Association of Township Officials (CCATO) Spring and Fall 2023 Conferences. The Motion carried unanimously.

#### IRS Standard Mileage Rate

Mrs. Baxter moved, seconded by Mr. Durkin, to concur with the IRS Standard mileage rate for 2023 at \$0.655 cents per mile, which was effective January 1, 2023. The Motion carried unanimously.

Mrs. D'Amico announced the following published calendar and Christmas tree/yard waste collection dates:

January 4, 2023 9:00 a.m. Elected Auditors Annual Organization Meeting

January 10, 2023 4:00 p.m. Board of Supervisors Workshop

January 16, 2023 Martin Luther King, Jr., Day – Township Office is CLOSED. There will be trash/recycling collection January 16, 2023

January 17, 2023 (Tuesday) 6:00 p.m. Board of Supervisors Meeting, Barn at Upland Farm

Christmas tree, yard waste collection dates:

January 4, 18, and February 1 (*last Christmas Tree collection*). Do not use plastic bags as these materials are composted. Place materials curbside the night before to guarantee collection.

#### Open Session

Tony Scheivert provided an update on Toll's 100 Greenridge Road project; they are working on the existing features plan but have not yet submitted a Zoning Hearing Application.

#### Adjournment

There being no further business to be brought before the Board, Mrs. D'Amico adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Tony Scheivert,  
Township Manager