



TOWNSHIP OF UPPER UWCHLAN  
BOARD OF SUPERVISORS MEETING

May 15, 2023

7:00 p.m.

Approved

Attending:

Board of Supervisors

Sandra M. D'Amico, Chair

Jennifer F. Baxter, Vice-Chair

Township Administration

Tony Scheivert, Township Manager

Lindsay Yeager, Assistant to the Township Manager

Gwen Jonik, Township Secretary

Jill Bukata, Township Treasurer

Rhys Lloyd, Director of Code Enforcement

Anthony Campbell, Zoning Officer

Mike Esterlis, Director of Public Works

Tom Jones, Police Chief

Joe Carr, Police Lieutenant

Alec Fleming, Police Officer

Dave Leh, P.E., Township Engineer

Kristin Camp, Esq., Township Solicitor

LOCATION: Barn at Upland Farm, 301 Pottstown Pike, Chester Springs, PA 19425

Mrs. D'Amico called the evening to order at 6:00 p.m., led the Pledge of Allegiance and offered a moment of silence. No one planned to record the meeting. There were 12 citizens in attendance.

Approval of Minutes

Mrs. Baxter moved, seconded by Mrs. D'Amico, to approve as presented the minutes of the April 11, 2023 Joint Boards & Commissions Workshop and the April 17, 2023 Board of Supervisors Meeting. The motion carried unanimously.

Approval of Payments

Mrs. Baxter moved, seconded by Mrs. D'Amico, to approve the payments to all vendors as listed May 11, 2023. The motion carried unanimously.

Treasurer's Report

Jill Bukata reported that we are one-third through the year; year-to-date revenues are 43.3% of the budget; year-to-date expenses are 31.1%; earned income tax revenue at the end of April is \$52,000 higher than end of April 2022.

Supervisor's Report

Emily Cackowski, Circulation Assistant - Chester County Library, highlighted several new items and services at the library: "kanopy" – stream classic films, favorite movies, etc., free with your library card (visit [ccls.kanopy.com](http://ccls.kanopy.com) for details); and Maker-in-Residence, Megan Raab Greenholt – an artist who works with natural dyes and offers hands-on maker experiences for ages 6 and older. Visit [www.chescolibraries.org](http://www.chescolibraries.org) for more information.

Mrs. D'Amico read the following calendar: May 20, 2023 9:00-Noon E-Waste & Shredding Event; May 29, 2023 Office Closed ~ Memorial Day; June 3, 2023 Litter Clean Up Event; June 11, 2023 Concert at Upland Farm Park; June 13, 2023 Board of Supervisors Workshop; June 17, 2023 13<sup>th</sup> Annual Township Block Party on Route 100; June 19, 2023 Board of Supervisors Meeting; yard waste collection dates May 17, 24, June 7, 14, 28.

## Administration Reports

### Township Engineer's Report

Dave Leh reported that revised land development plans were submitted for 301 Park Road. The Planning Commission reviewed them; no action was taken; they will seek required zoning relief before returning to the Planning Commission. Revised plans were received for the Struble Trail Extension Phase 2. The Planning Commission will review these at their June 8 meeting. Revised plans were received for Eagleview Lot 1A.

Tony Scheivert noted a conditional use application was received from the Hankin Group/DSM. DSM proposes a second manufacturing process in the existing building at 260 Sierra Drive. The conditional use hearing may be scheduled for June 13, following the Supervisors 4:00 Workshop.

### Building and Codes Department Report

Rhys Lloyd reported that 51 building permits were issued last month, totaling \$37,396 in permit fees; he and Anthony Campbell conducted 155 scheduled inspections; there were 10 resales; 11 new houses settled; and there were 30 zoning complaints – tall grass, barking dogs, etc.

### Police Chief's Report

Chief Jones reported there were 1,077 calls last month, including 5 criminal arrests, 100 traffic warnings; Detective-Corporal Gathercole and Chief Jones provided AED and CPR training to Coatesville and Downingtown high school students, coordinated with Aidan's Heart Foundation; there are a few spots open for Junior Police Academy; 2 new officers will be sworn in later this evening and 1 officer will be promoted; the safety tip of the month is to lock your cars and take valuables with you all the time – keys, laptops, phones, etc. Officer Alec Fleming modeled the new police vest, which has numerous pockets and bands to secure equipment on their vest rather than carrying all of it around their waist. This helps reduce back issues and the equipment is handier. Tony Scheivert added the officers have new body cameras, too.

### Public Works Department Report

Mike Esterlis reported that 162 work orders were received and completed, and along with routine maintenance, the department painted lines at Hickory Park, paved the Fellowship Fields parking lot, removed 2 dead trees at Upland Farm Park, completed street sweeping, started base repairs, and opened the 2023 road milling and paving bids May 10.

2023 Road Milling & Paving Contract. There were 6 bidders for the milling and paving contract. Glasgow Inc. was the low bidder at \$10.00/SY milling and \$90.20/ton in place for asphalt. We have had good experience with Glasgow, and the bid was under budget so we may add a few roads.

Mrs. Baxter moved, seconded by Mrs. D'Amico, to award the 2023 road milling and paving contract to Glasgow Inc. at \$10.00/SY milling and \$90.20/ton in place paving. The motion carried unanimously.

### Land Development

Drainage Improvement Maintenance Agreement ~ 164 Byers Road ~ QBD Ventures.

Kristin Camp, Esq., advised that the Township is to be the Permittee with the developer for drainage improvement measures near 164 Byers Road, to be installed by QBD as part of their land development plan, and QBD will be responsible for future maintenance of the improvement, not the Township. This is the purpose of the Agreement for the Board's consideration. Township traffic engineer Chris Williams reviewed the plans, as did Dave Leh, and they recommend approval.

Mrs. Baxter moved to approve the Drainage Improvement Maintenance Agreement. Mrs. D'Amico seconded, and the motion carried unanimously.

### Administration

Disposition of Township Property – Computer Server Rack Cabinets. Gwen Jonik explained that the Township had 2 computer server rack cabinets that had been used for the traffic signal system servers – one at the Administration building, one at the Public Works building. They were no longer of use to the Township and were offered for sale via Municibid, an electronic auction. The auction was publicized in the Daily Local News. Each cabinet received one bid at \$50.00. Mrs. Baxter moved, seconded by Mrs. D'Amico, to accept the high bids and approve the sales of each cabinet at \$50.00. The motion carried unanimously.

Upland Farm Barn Camera System. Tony Scheivert advised that the Township is interested in adding security cameras at the Barn and our I.T. Firm, Help-Now, has submitted a proposal for hardware and cabling installation at \$7,455.00. Help-Now is fairly new to the security camera business and the proposal discounted. There is \$50,000 in the budget for improvements at Upland Farm Park, with @ \$35,000 going toward improvements at the farmhouse. Mrs. Baxter moved to authorize the \$7,455.00 expenditure; Mrs. D'Amico seconded. Chief Jones noted this system will integrate with the current system at other Township buildings. The motion carried unanimously.

### Open Session

No comments were offered.

Mrs. D'Amico announced a recess until 7:00 p.m.  
Mrs. D'Amico reconvened the meeting at 7:00 p.m. The Barn was full.

### Police Department Promotion, Swearing in Ceremony

Mrs. D'Amico and Mrs. Baxter introduced themselves and welcomed the attendees to this exciting occasion. Chief Jones noted 2 new officers were being sworn in and an officer was being promoted to Detective.

Judge Paige Simmons administered Oaths of Office for new full-time officers, Jasmine Hess and Zachary Raymond.

Officer Dave Stiteler was promoted to Detective. Judge Simmons administered Detective Stiteler's Oath of Office.

### Recognition Ceremony ~ Mike Heckman

Tony Scheivert advised that Mike Heckman was our first Public Works Director and that he's been in that position over 17 years, retiring recently. Sandy D'Amico read a Resolution of Recognition and Jenn Baxter presented a plaque recognizing Mike's years of service. Mike Esterlis presented a wooden plaque on behalf of the Public Works Department. Steve Senn presented Mike with a card and gift certificate on behalf of the DelChester Public Works Association. Chief Jones presented a plaque signed by all the Officers.

### Adjournment

There being no further business to be brought before the Board, Mrs. D'Amico adjourned the meeting at 7:16 p.m.

Respectfully submitted,

Gwen A. Jonik  
Township Secretary