



Upper Uwchlan Township
Board of Supervisors
Joint Boards and Commissions Workshop
October 10, 2023
4:00 PM
Minutes
Approved

Attendees:

Sandy D'Amico, Chair

Jenn Baxter, Vice-Chair

Andy Durkin, Member

Tony Scheivert, Township Manager

Gwen Jonik, Township Secretary

Tom Jones, Police Chief

Rhys Lloyd, Director – Code Enforcement

Anthony Campbell, Zoning Officer

Lindsay Yeager, Assistant to the Township Mgr.

Kristin Camp, Esq., Township Solicitor

Sally Winterton, Planning Commission Chair

Sushila Subramanian, Park & Rec Board Chair

Gerry Stein, Historical Commission Co-Vice-Chair

Byron Nickerson, EMPC Chair

Neil Phillips, Environmental Advisory Council Chair

Jim Greaney, Zoning Hearing Board Chair

Peter Egan, Zoning Hearing Board Member

Matt Brown, Authority Administrator

Ric Bassler, Technology Advisory Board Chair

Mike Esterlis, Director of Public Works

The Workshop was held at the Township Building, 140 Pottstown Pike, Chester Springs PA 19425.

Sandy D'Amico called the Workshop to order at 4:04 pm, led the Pledge of Allegiance, and offered a moment of silence. No one planned to record the meeting. There was 1 citizen in attendance.

Boards & Commissions Updates

Planning Commission (PC)

Sally Winterton made note that she and Joe Stoyack, Vice-Chair, completed a course in Subdivision and Land Development review earlier this year and she thanked the Supervisors for funding their education. Planning Commission members have been attending meetings to update the Village Concept Plan, Village Design Guidelines and the Comprehensive Plan. Vik Harjani was recently appointed to the Commission. Beginning in November the Commission will reinstate 6:00 Workshops to review and discuss ordinances.

Technology Advisory Board (TAB)

Ric Bassler reported the TAB is coordinating a cybersecurity audit, an evaluation of township programs and applications to see if we're at risk procedurally, and could we continue with business if a cybersecurity event occurred. The audit will be conducted by Homeland Security, free of charge. They're working with the Emergency Management Coordinator on this. Ric will need to coordinate with the Authority regarding the Route 100 wastewater treatment plant upgrade of the SCADA system.

Zoning Hearing Board (ZHB)

Jim Greaney and Pete Egan were in attendance. Pete provided a summary of P.J. Reilly's recent application for their proposed headquarters/office/maintenance shop on Park Road – a small triangular piece of land. The ZHB granted both requested variances.

Jim Greaney asked if the ZHB's Decision for 100 Greenridge Road was being appealed. Kristin Camp answered it was and that the Court will decide the outcome.

Emergency Management Planning Commission (EMPC)

Byron Nickerson reported on the EMPC's recent activities: the Limerick Generating Station emergency drill was conducted recently and was a good practice because the communication paths weren't working initially but they did get it worked out. Ongoing activities: community emergency response training (CERT) – when an emergency occurs, all volunteers are to report to Byron and he is to hand out equipment or supplies to them. He would like to be better prepared for that and they're going to get a trailer to store the items to be adequately equipped. The Uwchlan Ambulance Corps substation in Upper Uwchlan has been in place several months now. The emergency operations plan (EOP) is being updated, most likely for adoption in December. Long-term initiatives are to go to the Homeowners Associations to get the word out about how to be prepared, and they are planning for annual roundtables with HOA representatives, emergency service providers and pipeline representatives. Jenn Baxter asked if we're looking for long-term ambulance plans or long-term storage at the Milford Road location. Tony Scheivert said they're trying to find temporary housing (carport) for the ambulance until building a garage/office is affordable, and the EMPC trailer could potentially be stored there. Byron would like to meet with neighboring township managers and emergency management coordinators with these roundtables too.

Environmental Advisory Council (EAC)

Neil Phillips commented that these workshops are wonderful and beneficial for the exchange of information between the Boards and Commissions. He reviewed a list of the activities of the EAC over the last 6 months, such as working on the Comprehensive Plan update, holding another Earth Day event at Upland Farm, holding e-waste and shredding events in May and last week. Neil noted that the Eagle Wawa was the 113th Wawa store to install EV charging stations. Kristin Camp said West Chester Borough and West Goshen Township have asked her office to review EV charging station ordinances.

Historical Commission (HC)

Gerry Stein reported that the HC has 2 vacancies and they'll be interviewing 2 candidates in the near future. The HC participated in the Struble Trail history event in May, the Township Block Party in June and hosted one of the Chester County Walking Tours in August – a bus tour of 3 farms in the Township – Upland Farm, Spackman Farm, Whelen Farm. The HC has recommended names for 2 roads for the 100 Greenridge Road development, if/when it gets approved; they're working with the PC on some of the developments and updating the Village Concept Plan, etc. On October 25 there is a hike of some Milford Mills ruins on the west side of Marsh Creek Lake.

Municipal Authority

Matt Brown advised they are waiting for PaDEP and the State Finance Office to decide on the grants for the Milford Farms extension and Moore Road expansion (Lakeridge wastewater treatment plant [wwtf]), the Eaglepointe plant conversion to a pre-treatment facility that'll flow to Route 100 wwtf, and for extending Meadow Creek. There is \$5,500,000 at play and the decision has been postponed to November. The draft updated Act 537 Plan included Phase 3 of the Route 100 wwtf, obtaining disposal field property, and planning for the next 20 years. It was submitted to DEP in February 2023 and they have 180 days to review. They've told us it's administratively complete, but they haven't yet approved it. The Septage Management Ordinance adopted February 2019 requires on-lot septic systems to be pumped and inspected every 3 years. Non-compliance letters were mailed out to residents using the County's database, where the haulers are supposed to input the pumping data. Not all of the haulers hadn't been adding the data, so there weren't many residents that hadn't complied to date.

Park & Recreation Board (P&R)

Sushila Subramanian reported P&R hosted outdoor live music events this summer – 2 concerts were held out of 4 planned – 2 had to be cancelled due to rain. There have been numerous activities in the barn and residents are happy with how things are going; there was a parade for GEYA baseball from Pickering Valley Elementary to Hickory Park to celebrate their regional championship victory; Trunk or Treat will be held the Saturday before Halloween and the Tree Lighting is Saturday after Thanksgiving.

P&R requests: a small playground at Upland Farm and at Fellowship Field; installing a catwalk on the trail between Upland Farm and the Reserve at Eagle as there's an area that gets slushy; plant trees beside the trails at Upland Farm, Hickory Park and Fellowship Fields for some shade here and there (apply for a PECO Green Region Grant); the basketball court at Hickory Park needs to be resurfaced and they'd like lights too; re-shingle the dugouts at Hickory Park; install a trail between Wawa and Starbucks; slow the traffic along Route 100. She'll send her list to the Board of Supervisors for their consideration in budgeting for 2024. Cathy Tomlinson suggests more cooperation with Marsh Creek State Park and the residents for various activities and also suggests clearing the Struble Trail @ N. Reeds Road

Sandy D'Amico thanked the Board and Commission members for their work and announced a 5-minute recess before the remainder of the meeting. The meeting reconvened at 5:20 p.m.

Authorize advertisement of Marsh Creek State Park closure ordinance. Tony Scheivert introduced an ordinance regarding parking on Township roads when Marsh Creek State Park temporarily closes on summer weekends and holidays due to parking being at capacity. In recent years, with increased use of the Park, there are occasions when the Park has to close temporarily, and visitors are parking along neighborhood roads. Kristin Camp, Esq., noted this ordinance prohibits parking along Heron Hill Drive, Watercroft Circle, Stephen Drive and Laura Lane, to help out the residents who live on those roads. Those residents can get a permit if they park on the road normally or permission if they are having an event on a summer weekend. Once passed, the Township will send a letter to those residents explaining the ordinance and the process for getting the parking permit and/or special event. Chief Jones noted violators will receive a traffic citation, with repeat offenders being towed, but there's flexibility for guests or situations that slip through the cracks, it's a matter of communication. Kristin suggested the Township work with Senator Muth and Representative Otten to help solve the problem. Other attendees suggested that if the Park lined their parking spaces and removed dumpsters and boats from the spaces, more parking would be available. Another suggestion would be to talk with Windsor Baptist Church about a shuttle service from their parking lot.

Jenn Baxter moved, seconded by Andy Durkin, to authorize the advertisement of the ordinance for potential adoption at the November 20 Supervisors meeting. The motion carried unanimously.

Draft 2024 Budget

Building/Codes Department. Rhys Lloyd noted a 7% increase, due to increases in workers' compensation insurance, fuel, training and a decrease in wages as the part-time assistant resigned. They have 2 new trucks so no vehicles are needed.

Public Works Department. Mike Esterlis has minimal increases for highway supplies, uniforms, vehicle maintenance. Tony Scheivert noted a lot of the increases are out of Mike's control, such as health care insurance. Regarding road repair, we might increase crack sealing to help keep water from getting underneath the pavement. Facilities maintenance has small increase for maintenance and fuel.

Solid Waste Fund. Tony Scheivert noted our current collection contract ends July 31, 2024 so we've increased the budget by 100% for the last 5 months of 2024, to be on the safe side. He's spoken with other townships who re-bid this year and all are up @ 40%.

Liquid Fuels Fund. Little change for 2024; additional revenue from the State; taking the paving costs out of liquid fuels again this year; with people working from home and more electric vehicles, the State funding might decrease in the future.

General Fund. Tony Scheivert advised that we know our pension plan costs; our insurances are increasing @ 37% as cyber insurance has become an issue; our I.T. firm, HelpNow, has suggestions to keep us more secure with a minimal dollar increase.

Police Department. Chief Jones noted the 2024 budget reflects contractual obligations through 2025; overtime hours are broken down, as requested, with holidays, court time, shift coverage, patrol functions,

etc. They are adjusting the budget for 3-person squads; more personnel means more vehicles needing small tools and supplies; adjustments to the office space to accommodate personnel; a PD trailer was outfitted in-house and worked out great. There will be changes to the pension plan (+\$143,000) due to the increased staff for adequately staffing the PD and Public Works Departments. Contracted services such as the tasers, body cams, body armor, are spaced out over several years. The Administrative Assistant, Jami Martin, will begin full-time hours in 2024.

Commercial Zoning District Uses. The review and discussion of C-3 Highway Commercial District and LI Limited Industrial District uses is tabled for another time.

Open Session

Gerry Stein asked about funding for renovations at the Upland Farm farmhouse. Tony Scheivert noted continued renovations are included in the facilities line item.

Rhys Lloyd mentioned repairing the springhouse on N. Reeds Road; input will be requested of the Historical Commission.

Sandy D'Amico mentioned e-bike safety regulations.

Adjournment

There being no further business to be brought before the Board, Sandy D'Amico adjourned the Workshop at 6:23 p.m.

Respectfully submitted,

Gwen A. Jonik
Township Secretary