



Upper Uwchlan Township  
Board of Supervisors, Draft 2024 Budget Workshop  
November 14, 2023  
4:00 p.m.  
Minutes  
Approved

Attendees:

Sandy D'Amico, Chair  
Jenn Baxter, Vice-Chair  
Andy Durkin, Member

Tony Scheivert, Township Manager  
Gwen Jonik, Township Secretary  
Lindsay Yeager, Assistant to the Township Manager  
Jill Bukata, Township Treasurer  
Rhys Lloyd, Codes Enforcement Officer  
Anthony Campbell, Zoning Officer  
Mike Esterlis, Public Works Director  
Brian Gathercole, Detective-Corporal  
Dave Stiteler, Detective  
Adam Pozza, Corporal

Tom Jones, Police Chief  
Joe Carr, Lieutenant

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

Sandy D'Amico called the Workshop to order at 4:08 p.m., led the Pledge of Allegiance and offered a moment of silence. No one planned to record the Workshop. There were 2 citizens in attendance.

Mrs. D'Amico would like to amend the agenda to include consideration of a 2024 tax collection contract. Jenn Baxter moved, seconded by Andy Durkin, to amend the agenda and add the topic as requested. The motion carried unanimously.

Appointments to Park & Recreation Board, Historical Commission

Jenn Baxter moved, seconded by Andy Durkin, to appoint the following residents to the Park & Recreation Board and the Historical Commission. The motion carried unanimously.  
Lan Chen to the Park & Recreation Board - her term will expire December 31, 2026;  
Tom Kalucki and Corinne Murphy to the Historical Commission - both terms will expire December 31, 2026.

Resolution ~ Statewide Local Share Assessment Grant Application.

Tony Scheivert explained that we'd like to apply for the Local Share Grant for \$300,000 for rehabilitation of Hickory Park. The Grant is administered by the Commonwealth Finance Authority and is funded by casino revenues. The Resolution authorizes Sandy D'Amico and Tony Scheivert to execute documents to apply for the Grant and if awarded, accept the funds. Jenn Baxter moved, seconded by Andy Durkin, to adopt **Resolution # 11-14-23-11**. The motion carried unanimously.

Brandywine Valley SPCA Contract Renewal.

Tony Scheivert advised the 5-year Contract includes a steep increase from last year. The \$5,600/year fee covers an animal control officer retrieving the stray/lost domestic animal and taking it to their shelter. The fee is then \$400/dog and \$200/cat for sheltering. We've researched an alternative for animal control and there isn't anything that includes sheltering. The 2024

Budget includes a line item for the service and additional buffer for several animals' shelter. Jenn Baxter moved, seconded by Andy Durkin, to execute of the 5-Year Contract. The motion carried unanimously.

#### Draft 2024 Budget.

Tony Scheivert noted the draft General Fund includes lowering the estimated revenue for cable franchise fees as folks are choosing other streaming options; increased earned income tax, real estate tax and real estate transfers; increased expenses for the Police Department with additional staff; increased expenses for Administration (1 P/T employee); increased park and recreation for park improvements, trail studies, and events. The current trash and recycling collection contracts expire July 31, 2024 and we're planning for increased costs with the new contract(s). Construction of Vantage Point Retirement Living (Fieldstone at Chester Springs) should be completed mid-2024 and we anticipate the Porsche project and Celebree School breaking ground in 2024. Also included in the 2024 General Fund is hiring an architect to analyze the Police Department for re-arrangement, expansion or relocation as they've outgrown the space; fitting out 520 Milford Road for a Uwchlan Ambulance substation; 3% salary increases.

The draft Capital Fund includes planning for 2024-2029 for Public Works and the Police department; replacement of the turf at Fellowship Fields; audio/visual system for the schoolhouse; electric vehicles for the Assistant to the Township Manager; replacing carpeting; replacing the multi-function copy machine. For Public Works over the next 5 years, replacement of pickup trucks, mowers and several dump trucks, as well as an excavator. For the Police Department over the next 5 years, replacing 1-2 SUVs each year, body and vehicle camera payments, tasers, vests, reporting software transition from Alert to CentralSquare as Alert won't be supported after this December. We've joined with 9 Municipalities for CentralSquare. West Goshen will host all the equipment. Our I.T. management firm, HelpNow, assisted with the analysis and set up.

We will continue to be conservative by repairing equipment, staff efficiencies, seek grants (DCNR, County and State Grants), equipment replacement plans, etc.

Jenn Baxter had to leave the Workshop.

Water Resource (Stormwater) Fund. We have a DEP grant for the basin retrofit project.

Sewer Fund. This Fund pays its own debt, it isn't a profit center. Matt Brown is retiring at the end of 2024 so we'll look for a part-time administrator or hire an engineering firm. Jay Jackson will also be retiring. His and Matt's expertise and institutional knowledge will be hard to replace.

Act 209 Fund. Tony Scheivert explained this is money received from developments. It is to be used to move traffic better. We may use it when swapping Route 100 and Graphite Mine Road.

Andy Durkin moved, seconded by Sandy D'Amico to authorize advertisement of the draft 2024 Budget. The motion carried unanimously.

#### Tax Collection for 2024.

Tony Scheivert advised that the County Treasurer's Office has been collecting our real estate taxes for the last three years. Their Contract renewal for 2024 is double the fee. We requested a proposal from Keystone Collections and their fee is half the County's new fee. Jill Bukata and Tony Scheivert recommend changing to Keystone Collections for real estate tax and fire hydrant fee collection in 2024. We will have to educate the public. Keystone also collects the earned income taxes for municipalities in Chester County.

Sandy D'Amico moved, second by Andy Durkin, to execute the Agreement between Upper Uwchlan Township and Kratzenberg and Associates d.b.a. Keystone Collections Group for the collection of Upper Uwchlan Township real estate taxes and designated as Deputy Tax Collector beginning January 1, 2024. The motion carried unanimously.

#### Open Session

Police Chief Tom Jones congratulated Detective-Corporal Gathercole who earned his Master of Arts Degree in Criminal Justice this year and also completed a 108-hour Crime Scene Investigator Program that lasted about one year. The Chief commended Detective-Corporal Gathercole for completing the rigorous, intense class.

Gerry Stein congratulated Sandy D'Amico on her re-election as Township Supervisor.

Lieutenant Joe Carr commented that planning has been underway for the 2024 Block Party. We're trying to expand the footprint to alleviate congestion by adding a little space on Park Road to the first Dunkin Donuts entrance and on Route 100 north toward Waynebrook Drive. The band will be in Eagle Crossroads Park, food trucks will be on Route 100 north of Park Road.

#### Adjournment

There being no further business to be brought before the Board, Sandy D'Amico adjourned the Workshop at 5:15 p.m.

Respectfully submitted,

Gwen A. Jonik  
Township Secretary