



TOWNSHIP OF UPPER UWCHLAN  
BOARD OF SUPERVISORS MEETING  
December 18, 2023  
7:00 p.m.  
Approved

Attending:

Board of Supervisors

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

Tom Oeste, Esq., Township Solicitor

Township Administration

Tony Scheivert, Township Manager  
Gwen Jonik, Township Secretary  
Jill Bukata, Township Treasurer  
Rhys Lloyd, Director of Code Enforcement  
Mike Esterlis, Director of Public Works  
Tom Jones, Police Chief  
Joe Carr, Police Lieutenant  
Dave Leh, P.E., Township Engineer

LOCATION: Township Building, 140 Pottstown Pike, Chester Springs, PA 19425

Mrs. D'Amico called the evening to order at 7:02 p.m., led the Pledge of Allegiance, and offered a moment of silence. Noone planned to record the meeting. There were 6 citizens in attendance.

Mrs. D'Amico announced that there were Executive Sessions held December 12, 2023 regarding a real estate matter and December 18, 2023 regarding personnel.

Approval of Minutes

Mrs. Baxter moved, seconded by Mr. Durkin, to approve as presented the minutes of the November 14, 2023 Board of Supervisors Workshop and the November 20, 2023 Board of Supervisors Meeting. The motion carried unanimously.

Approve of Payments

Mrs. Baxter moved, seconded by Mr. Durkin, to approve the payments to all vendors listed December 14, 2023. The motion carried unanimously.

Treasurer's Report

Jill Bukata reported year-to-date revenues are at 103.7% of the budget and year-to-date expenses are at 93.0% of the budget; earned income tax receipts as of last week are \$435,000 over the budget.

Supervisor's Report

Mrs. D'Amico advised there is no police liaison report this month. She read the following published calendar: December 25, 2023 Office Closed ~ Christmas Day; January 1, 2024 Office Closed ~ New Year's Day; January 2, 2024 (Tuesday) 7:00 p.m. Board of Supervisors Annual Organization Meeting; January 3, 2024 Annual Elected Auditors Organization Meeting; January 9, 2024 5:00 p.m. Board of Supervisors Workshop; January 9, 2024 5:30 p.m. Conditional Use Hearing ~ Hankin-770 Pennsylvania Drive; January 15, 2024 Office Closed ~ Martin Luther King, Jr. Day; January 16, 2024 (Tuesday) 7:00 p.m. Board of Supervisors Meeting; January 17, 2024 7:00 p.m. Zoning Hearing Board ~ 1955 Ticonderoga Boulevard / Keystone Outdoor Advertising Co., Inc.; Yard waste and Christmas tree collection dates December 20, January 10, January 24.

## Administration Reports

### Township Engineer's Report

Dave Leh reported that a Conditional Use and Land Development Plan application was received for a daycare at 241 Park Road, and a Minor Subdivision Plan was received from the Turnpike Commission for a 3-lot subdivision of the Wertz Farm on Little Conestoga Road. Both are under review by the consultants.

### Building and Codes Department Report

Rhys Lloyd reported that 57 building permits were issued last month, totaling \$32,429 in permit fees; 6 new homes settled; 9 resale inspections were conducted; and 15 zoning complaints were investigated.

### Police Chief's Report

Chief Jones reported there were 1,166 service calls, including 27 reportable crimes and 23 investigations; 2 new Dodge Durangos are in service – Ford has a shortage, so we ordered Durangos; Lt. Carr coordinated the installation of the car and body cameras, now on 1 system; the Chaplain program is being revitalized for the Township – Peter Drinkwater is leading this effort. The safety tip of the month is to not leave your tips for your trash hauler under the lid as they get stolen – send it in to the company instead.

### Public Works Department Report

Mike Esterlis report the Department received and completed 129 workorders, assisted with Christmas decorations, upgraded the water line at the Public Works facility, relocated the picnic tables at Upland Farm Park, attended PA-1-call training, and the Department is ready for the winter season.

## LAND DEVELOPMENT

Preserve at Marsh Creek Phase 3 Construction Escrow, Financial Security Agreements ~ Accept Toll's and Extinguish McKee's. Kristin Camp explained that the initial Financial Security Agreements were through McKee Builders for Phases 1, 2 and 3. McKee sold Phase 3 to Toll Mid-Atlantic, therefore, Toll is to provide the Financial Security Agreements and McKee's will be extinguished. Toll Mid-Atlantic has provided said Financial Security and Land Development Agreements for Phase 3 site improvements and sanitary sewer improvements. Gilmore & Associates and ARRO had inspected what Phase 3 work had already been completed by McKee and developed the construction escrow amounts for Toll – Phase 3. Alyson Zarro, Esq., representing Toll, agreed with Ms. Camp's explanation.

Mrs. Baxter moved, seconded by Mr. Durkin, to accept Toll Mid-Atlantic's Financial Security, Construction Escrow, and Land Development Agreements for the Preserve at Marsh Creek Phase 3 and upon receipt of the original Bonds, extinguish McKee's Agreements. The motion carried unanimously.

## ADMINISTRATION

2024 Budget and Tax Millage Resolution. Jill Bukata explained that the draft 2024 Budget had been discussed at the Board's October and November workshops. There is no tax increase. The 2024 Budget includes 3% increases for Staff; the Police Administrative Assistant, Jami Martin, is moving to full-time; a 37% increase in property liability and insurance; there will be an increase in the new 2024-2027 trash/recycling. The 2024 Budget is as follows:

General Fund \$8,055,062; Capital Reserve Fund \$758,621; Solid Waste Fund \$1,499,547; Water Resource Protection Program \$548,862; Liquid Fuels Fund \$689,333; Act 209 Traffic Impact Fund \$0; Sewer Fund \$315,003 for a total \$11,866,427.00.

Mrs. Baxter moved, seconded by Mr. Durkin, to adopt **Resolution #12-18-23-13**, establishing the 2024 Budget at \$11,866,427.00 and the tax millage rate of 1.034 mils -- .784 for general purposes and .25 for emergency services. The motion carried unanimously.

2024 Police Pension Plan Contribution Rate. Jill Bukata advised the Police Pension Plan employee contribution rate for 2024 remains the same, 5%. Mrs. Baxter moved, seconded by Mr. Durkin, to adopt **Resolution #12-18-23-14** establishing the 2024 Police Pension employee contribution rate at 5% of salary. The motion carried unanimously.

2024 Non-Uniformed Pension Plan Contribution Rate. Mrs. Bukata advised the employee contribution rate for the 2024 Non-Uniformed Employee Pension Plan remains at 5%. Mrs. Baxter moved, seconded by Mr. Durkin, to adopt **Resolution #12-18-23-15** establishing the 2024 Non-Uniformed Pension employee contribution rate at 5%. The motion carried unanimously.

2024 Fee Schedule. Gwen Jonik advised the 2024 Fee Schedule included several increased building permit fees, to be comparable with neighboring townships, increases in consultants' and attorneys' rates, several adjustments to the Barn at Upland Farm rental rates and additional text regarding the Lighting fees. Tony Scheivert commended Rhys Lloyd for his work investigating the building permit fees. Mr. Lloyd asked the Board to consider offering a 50% discount for active-duty military personnel and veterans on specific permits, such as accessory structures, decks, patios, roofs, and certain interior renovations. Mrs. Baxter moved, seconded by Mr. Durkin, to adopt **Resolution #12-18-23-16** establishing the 2024 Fee Schedule as presented. The motion carried unanimously.

2024 Emergency Services Providers. Tony Scheivert read the emergency services providers for the Township for 2024. They are Lionville Fire Company, Ludwig's Corner Fire Company, East Brandywine Fire Company, Glenmoore Fire Company, Uwchlan Ambulance, Minquas Ambulance, the Township Police Department. Byron Nickerson is the Township's Emergency Management Coordinator. Mrs. Baxter moved, seconded by Mr. Durkin, to adopt **Resolution #12-18-23-17** that states the above-mentioned agencies as emergency services providers for Upper Uwchlan Township in 2024. The motion carried unanimously.

#### Open Session

Tony Scheivert commented that in the aftermath of the fire last month, Eagle Animal Hospital is working with Scott Johnson to set up a temporary facility at 20 Senn Drive for the hospital to use until they know how to proceed with their property on Byers Road. The building permit fee from their renovations will be applied to their new building permit. Richard Ruth, the Township's Fire Marshal, noted the fire was electrical in nature.

Tony Scheivert thanked the staff and the Board of Supervisors for providing good service to the community and the support throughout the year!

Mrs. D'Amico thanked the volunteers and residents who attend meetings for their interest and service to the community.

#### Adjournment

There being no further business to be brought before the Board, Mrs. D'Amico adjourned the Meeting at 7:27 p.m.

Respectfully submitted,

Gwen A. Jonik  
Township Secretary