



TOWNSHIP OF UPPER UWCHLAN  
BOARD OF SUPERVISORS  
ORGANIZATION MEETING  
January 2, 2024  
**Approved**

Attending:

Board of Supervisors

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

Township Administration

Lindsay Yeager, Assistant to the Township Manager  
Gwen Jonik, Township Secretary  
Tom Jones, Chief of Police  
Mike Esterlis, Director of Public Works  
Lieutenant Joe Carr  
Corporal Kyle Sherman  
Officer Lyndsay Taylor  
Officer Alec Fleming

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

Mrs. D'Amico, 2023 Chair, called the meeting to order at 7:09 p.m., following the recitation of her Oath of Office, administered by Gwen Jonik, Notary Public. Mrs. D'Amico's family was in attendance.

Mrs. D'Amico 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 Gwen Jonik, Township Secretary, to conduct the organization of the Board of Supervisors by requesting nominations / a motion for the 2024 Chairperson. Mrs. Jonik requested nominations, Mrs. D'Amico nominated Mrs. Baxter for Chairperson, Mr. Durkin seconded the nomination. There were no other nominations. A vote was taken, and Mrs. Baxter was unanimously elected 2024 Supervisors' Chair.

Mrs. Baxter requested nominations / a motion for the 2024 Vice-Chairperson. Mrs. D'Amico nominated Mr. Durkin for Vice-Chairperson. Mrs. Baxter seconded the nomination. There were no other nominations. A vote was taken, and Mr. Durkin was unanimously elected 2024 Supervisors' Vice-Chairperson.

Mrs. Baxter read the following Staff and Consultants' positions and noted that Lindsay Yeager's title is revised to Assistant Township Manager. Mr. Durkin moved to reappoint all Staff, Consultants and Solicitors listed, Mrs. D'Amico seconded the motion and it carried unanimously.

A. Township Manager	Tony Scheivert
B. Assistant Township Manager	Lindsay Yeager
C. Township Secretary	Gwen Jonik
D. Right-To-Know (Open Records) Officer	Gwen Jonik
E. Right-To-Know Officer (Police)	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	Bowman (formerly McMahon Associates)
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 Esterlis, 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	vacant
W. Deputy Township Tax Collector	Keystone Collections Group
X. Police Department Liaison	Sandy D'Amico
Y. Emergency Management Coordinator	Byron Nickerson

Mrs. Baxter read the following list of Boards and Commissions members who are interested in reappointment for another term, and she announced there are vacancies on the Municipal Authority, Park & Recreation Board, Planning Commission and the Vacancy Board. Mr. Durkin moved, seconded by Mrs. D'Amico, to re-appoint the following Boards and Commissions members for another term. The motion carried unanimously.

Emergency Management Planning Commission (3 Year Term):  
Jeff Churchvara, Julie Hearn-Nicely, Richard Ruth  
Environmental Advisory Council: no term expirations  
Historic Commission (3 Year Term): Nancy Copp  
Municipal Authority (5 Year Term): Joe Samarco  
Park and Recreation (5 Year Term): no term expirations  
Planning Commission (5 Year Term): vacancy  
Technology Advisory Board (3 Year Term): Gregg Heimer, Rizwan Jagirdar  
Zoning Hearing Board (3 Year Term): Joe Ceribelli

Mr. Durkin moved, seconded by Mrs. D'Amico, to recognize the Elected Auditors and their term expiration dates. The motion carried unanimously.

Vincent McVeigh - December 31, 2025  
Jaqueline Pan Wu - December 31, 2027  
David Colajezzi - December 31, 2029

Mr. Durkin moved, seconded by Mrs. D'Amico, to establish the following Bond amounts. The motion carried unanimously.

Treasurer's Bond.....	\$ 2,000,000
Township Manager's Bond.....	\$ 100,000
Tax Collector's Bond.....	\$ 225,000

Mr. Durkin moved, seconded by Mrs. D'Amico, to establish the Depositories of Township's Funds as follows. The motion carried unanimously.

- a. Fulton Bank
- b. Meridian Bank
- c. S & T Bank (formerly Downingtown National Bank)
- d. First Resource Bank – Certificate of Deposit
- e. Pennsylvania School District Liquid Asset Fund (PSDLAF)
- f. Presence Bank

Mr. Durkin moved, seconded by Mrs. D'Amico, to establish the Board of Supervisors meeting schedule as follows. The motion carried unanimously.

Dates: 2<sup>nd</sup> Tuesdays 4:00 p.m. Work Session  
3<sup>rd</sup> Mondays 7:00 p.m. Meeting  
Location: Township Building, 140 Pottstown Pike,  
Chester Springs, PA 19425

Mrs. D'Amico nominated Mr. Durkin for Voting Delegate at the Pennsylvania State Association of Township Supervisors' (PSATS) Annual Convention in Hershey in April and the Chester County Association of Township Officials' (CCATO) Spring and Fall Conventions. Mrs. Baxter seconded the nomination and it carried unanimously.

Mr. Durkin moved, seconded by Mrs. D'Amico, to concur with the 2024 IRS Standard Mileage Rate of **\$0.67** cents per mile effective January 1, 2024. The motion carried unanimously.

[per <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2024-mileage-rate-increases-to-67-cents-a-mile-up-1-point-5-cents-from-2023>]

Mrs. Baxter read the following published calendar: January 3, 2024, 11:00 a.m. Elected Auditors Annual Organization Meeting; January 9, 2024 5:00 p.m. Board of Supervisors Workshop; January 9, 2024 5:30 p.m. Conditional Use Hearing ~ Hankin Group / 770 Pennsylvania Drive; January 16, 2024 (Tuesday) 7:00 p.m. Board of Supervisors Meeting; yard waste/Christmas tree collections January 10, 24, February 7.

#### Open Session

Gerry Stein inquired of the various Solicitors being separate Firms. That is intentional, as conflicts in representation occasionally occur.

#### Adjournment

There being no further business to be brought before the Board, Mrs. Baxter adjourned the Meeting at 7:20 p.m.

Respectfully submitted,

Gwen A. Jonik,  
Township Secretary