



TOWNSHIP OF UPPER UWCHLAN  
BOARD OF SUPERVISORS  
ORGANIZATION MEETING  
January 6, 2025  
Approved

Attending:

Board of Supervisors

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

Township Administration

Tony Scheivert, Township Manager  
Gwen Jonik, Township Secretary  
Tom Jones, Chief of Police

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

Mrs. Baxter, 2024 Chair, called the meeting to order at 7:03 p.m., led the Pledge of Allegiance, and offered a moment of silence. No one planned to record the meeting. There were no citizens in attendance.

Organization of the Board

Mr. Durkin nominated Mrs. Baxter for 2025 Chair. Mrs. D'Amico seconded. The motion carried unanimously.

Mrs. Baxter nominated Mr. Durkin for 2025 Vice-Chair. Mrs. D'Amico seconded. The motion carried unanimously.

Mr. Durkin moved, seconded by Mrs. D'Amico, to reappoint all Staff, consultants and solicitors as follows. The motion 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
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  
W. Deputy Township Tax Collector  
X. Police Department Liaison  
Y. Emergency Management Coordinator

Vince McVeigh  
Keystone Collections Group  
Sandy D'Amico  
Byron Nickerson

Mr. Durkin moved, seconded by Mrs. D'Amico, to re-appoint the following Board and Commission members. The motion carried unanimously.

Emergency Management Planning Commission: Jamie Goncharoff, Steve Hirsh, Cathy Tomlinson  
Environmental Advisory Council: Madhu Gurthy  
Historic Commission (3 Year Term): Gerry Stein, Rina Vachhani  
Municipal Authority (5 Year Term): no term expirations  
Park and Recreation (5 Year Term): Sushila Subramanian  
Planning Commission (5 Year Term): Chad Adams, Jeff Smith, Sally Winterton  
Technology Advisory Board (3 Year Term): Ric Bassler  
Zoning Hearing Board (3 Year Term): Peter Egan

Mrs. Baxter announced 1 vacancy on the Environmental Advisory Council and 1 vacancy on the Municipal Authority.

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

Vincent McVeigh – term expires December 31, 2025  
Jaqueline Pan Wu – term expires December 31, 2027  
David Colajezzi – term expires December 31, 2029

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

Fulton Bank	First Resource Bank
Meridian Bank	Pennsylvania School District Liquid Asset Fund (PSDLAF)
S & T Bank	Presence Bank

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

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

Mrs. D'Amico nominated Mr. Durkin for the Voting Delegate at the Pennsylvania State Association of Township Supervisors' (PSATS) annual convention in Hershey in April 2025 and the Chester County Association of Township Officials' (CCATO) Spring (March) and Fall (November) 2025 conventions. Mrs. Baxter seconded, and the motion carried unanimously.

Mrs. Baxter moved to concur with the IRS standard mileage rate for 2025 at \$0.70 cents per mile. Mrs. D'Amico seconded, and the motion carried unanimously.

Mrs. Baxter read the following calendar: January 8, 2025 9:00 a.m. Elected Auditors Annual Organization Meeting; January 14, 2025 4:00 p.m. Board of Supervisors Workshop; January 20, 2025 Township Office Closed ! Martin Luther King, Jr. Day; January 21, 2025 (Tuesday) 7:00 p.m. Board of Supervisors Meeting; yard waste and Christmas Tree collections: January 8 and 22, however, trash/recycling and yard waste collections this week are postponed 1 day due to today's inclement weather.

Mr. Scheivert advised that there is a new property owner for Byers Station Parcel 5C Lot 2B Commercial – Chester Springs REI LLC. Alyson Zarro, Esq., provided amended Land Development and Financial Security Agreements for the Celebree School and retail buildings project on Lot 2B. The Letter of Credit Number STB145.0 has been amended to reflect the change in ownership. Mr. Durkin moved, seconded by Mrs. D'Amico, to execute the amended Agreements. The motion carried unanimously.

Open Session

Mr. Scheivert noted interviews for the (2) parttime and (1) fulltime police officers have been completed and offers have been made. The Department is also interviewing Officers for Corporal. Promotions and Oaths of Office/Swearing-In Ceremony will take place at the Supervisors' February 18 meeting, which will be held at the Barn at Upland Farm.

Mr. Scheivert noted he is meeting with all Departments tomorrow to set goals for 2025. The goals may be discussed at the January Supervisors Workshop.

Adjournment

There being no further business to be brought before the Board, Mrs. Baxter adjourned the Meeting at 7:17 p.m.

Respectfully submitted,

Gwen A. Jonik  
Township Secretary