



TOWNSHIP OF UPPER UWCHLAN  
BOARD OF SUPERVISORS MEETING

November 17, 2025

7:00 p.m.

Approved

Attending:

Board of Supervisors

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

Kristin Camp, Esq., Township Solicitor

Township Administration

Tony Scheivert, Township Manager  
Lindsay Yeager, Assistant Township Manager  
Gwen Jonik, Township Secretary  
Jill Bukata, Township Treasurer  
Rhys Lloyd, Director of Code Enforcement  
Anthony Campbell, Zoning Officer  
Tom Jones, Police Chief  
Mike Esterlis, Public Works Director  
Dave Leh, Township Engineer

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

Mrs. Baxter called the evening to order at 7:01 p.m., led the Pledge of Allegiance and offered a moment of silence. No one planned to record the meeting. Mrs. Baxter announced Executive Sessions were held October 14, October 20, November 11 and this evening regarding legal and personnel matters. There were 5 citizens in attendance.

Approval of Minutes

Mr. Durkin moved, seconded by Mrs. D'Amico, to approve as presented the minutes of the October 14, 2025 Board of Supervisors and Draft 2026 Budget Workshop and the October 20, 2025 Board of Supervisors Meeting. The motion carried unanimously.

Approval of Payments

Mr. Durkin moved, seconded by Mrs. D'Amico, to approve payments to all vendors as listed November 13, 2025. The motion carried unanimously.

Treasurer's Report

Jill Bukata reported a strong financial position at the end of October; we are 83.3% through the year, with revenues at 91% of the budget and expenses at 80.8%; earned income tax was \$141,000 higher than last year at this time, and as of today, has exceeded the budget by over \$200,000. The 2025 Bonds closed in October and that's reflected in the October financial statements.

Supervisor's Report

Police Liaison Report. Mrs. D'Amico reported that she, Chief Jones and Tony Scheivert met and discussed personnel and K9 Officer Dexter. All is going well with Dexter and he's been called into service a number of times.

Mrs. Baxter read the following published calendar: Now until November 25, 2025 Holiday Food Drive supporting the Chester County Food Bank; Now until December 6, 2025 Toys For Tots 2025 Toy Drive; November 27-28, 2025 Office closed for the Thanksgiving Holiday; November 29, 2025 4:00 p.m. 9<sup>th</sup> Annual Tree Lighting at Upland Farm Barn, hosted by the Park & Recreation Board, followed by fireworks at 6:30 p.m. behind Pickering Valley Elementary School; November 30, 2025 1:00-4:00 p.m. Upland Farm Farmhouse Museum Open, hosted by the Historical Commission;

December 3, 2025 7:00 p.m. "The Early Pennsylvania Iron Industry" lecture at the Upland Farm Barn hosted by the Historical Commission; December 9, 2025 4:00 p.m. Board of Supervisors Workshop; December 15, 2025 7:00 p.m. Board of Supervisors Meeting; December 25, 2025 Office closed ~ Christmas Day; January 1, 2026 Office closed ~ New Year's Day; January 5, 2026 7:00 p.m. Board of Supervisors Annual Organizational Meeting.

Yard waste collection days: November 19, December 3 and December 17.

#### Administration Reports

##### Township Engineer's Report

Dave Leh reported that the sketch plan for 199 Fellowship Road / Hat Trick Properties has been withdrawn.

He also reported that Celebree (Byers Station Parcel 5C Lot 2B Commercial) has requested a release of \$387,596.25 from their letter of credit. Gilmore & Associates has reviewed the request and recommends the release.

Mr. Durkin moved, seconded by Mrs. D'Amico, to approve Reduction #1 in the amount of \$387,596.25 to Chester Springs REI LLC letter of credit. The motion carried unanimously.

##### Building and Codes Department Report

Rhys Lloyd reported 86 building permits were issued last month, totaling \$36,853 in permit fees; he and Anthony Campbell conducted 221 scheduled inspections; there were 12 resales; 4 new homes settled; 5 or so zoning complaints were investigated.

##### Police Chief's Report

Chief Jones reported there were 1,105 calls last month; 13 reportable crimes; 20 criminal investigations; several Officers will participate in holiday 'Shop with a Cop' activities in Exton; several of our Officers, along with some from West Goshen, were invited to "Fox with Friends" in New York City, in recognition of First Responder Day; the safety tip for the month is to be mindful of your package deliveries -- coordinate safe spots or with neighbors -- to avoid porch pirates.

##### Public Works Department Report

Mike Esterlis reported the staff completed 185 work orders, completed line painting, performed crack sealing on Graphite Mine Road and several other township roads, demolished some fencing for the Municipal Authority, supported the Environmental Advisory Council (EAC) with the E-waste event and the Police Department with Trunk or Treat.

Mr. Esterlis reported the 2025-2026 Snow Removal Bid specifications were advertised a second time and again, no bids were submitted.

##### Land Development

Windsor Baptist Church – Trail Installation Extension Request.

Tom Borders attended to request an extension to the timing to install the trail along Park Road, which according to the land development plan approval was to be installed by the end of 2025. They're behind schedule but making good progress. They had submitted a landscaping plan but they need to submit a plan with civil engineering details, especially regarding the highway occupancy permit. They respectfully request an extension to June 2026 to complete the installation of the trail.

Discussion resulted in the following milestones:

Submit engineered plans to Chris Williams and Dave Leh prior to submitting them to PennDOT. Submit engineered plans to PennDOT by February 1, 2026. Allow for a 90-day review and comments from PennDOT.

Commence construction within 30 days of receipt of the HOP from PennDOT -- May 1, 2026?

Construction to take 12-14 weeks.

Complete trail installation by September 30, 2026.

These milestones will be provided to the Church.

Mr. Durkin moved, seconded by Mrs. D'Amico, to extend the timeframe to September 30, 2026 for Windsor Baptist Church to complete the trail installation along Park Road.

Byers Station Parcel 5C Lot 2B Commercial ~ Letter of Credit Reduction #1. Was approved during the Township Engineer's Report.

#### ADMINISTRATION

Local Services Tax (LST) Ordinance. Kristin Camp, Esq., advised the Ordinance to establish a Local Service Tax of \$52.00 was duly advertised for 3 consecutive weeks, copied to the County Law Library and the Daily Local News. A LST is allowed by the State at a maximum \$52.00/year. The Ordinance provides for various exemptions if the person makes less than \$12,000/year and includes details of how the Township collects it, provides for refunds, employers' duties, etc. If the Ordinance is adopted tonight, it will be sent to Keystone Collections and they'll advise employers for 2026. The Downingtown Area School District will continue to receive \$10 and the Township will receive \$42.

Mr. Durkin moved, seconded by Mrs. D'Amico, to adopt **Ordinance # 2025-06** enacting a Local Services Tax and establishing the rate, providing for its collection and uses, and imposing penalties for noncompliance. The motion carried unanimously.

Landscaping Ordinance Amendments. Kristin Camp explained that RGS worked with the Planning Commission to simplify and update our landscaping ordinances. Too many trees were required; the number and size of the trees has been reduced; tree protection standards have been amended; landscape design, installation and maintenance standards have been updated.

Mr. Durkin moved, seconded by Mrs. D'Amico, to authorize the advertisement of the landscape ordinance amendments for consideration at the December meeting. The motion carried unanimously.

Resolution to Accept Deeds of Dedication for additional Milford Road Right of Way. Part of the approval of the Preserve at Marsh Creek land development was improvement to the intersection of Milford Road with Little Conestoga Road. The Developer and Sunoco have negotiated additional right of way on Milford Road. It won't be used right away but is slated for future improvements to that intersection, such as traffic signal installation. There is also the Township acquiring additional right of way for turn lanes. Sunoco will deed Little Conestoga Road right of way to the Developer and the Developer can deed it to PennDOT.

Mr. Durkin moved, seconded by Mrs. D'Amico, to adopt Resolution #11-17-25-14, accepting two Deeds of Dedication for additional right of way for Milford Road. Gerry Stein asked where turn lanes could be. Mrs. Baxter said there is nothing designed at this point but there is the potential for needing turn lanes. There will be traffic signal at that intersection, potentially Fall 2026. The motion carried unanimously.

#### Open Session

Gerry Stein inquired how the Historical Commission (HC) can get involved in what happens at the Upland Farm farmhouse. Mr. Scheivert noted the front part of the house, the existing museum, is okay. Several HC members (3 or less) could meet with Rhys Lloyd and Mrs. Baxter at the house, come up with some ideas of how they want to use the space, and then bring their ideas to the Board. They can brainstorm at their monthly meetings. Mr. Stein asked about the budget. Mr. Scheivert noted estimates for demolition of the back addition. No other funds have been estimated without ideas for use of the space. Mrs. Baxter noted the demolition would be to potentially make a

better scenario at the back of the house to serve the HC and museum better. ADA accessibility also needs consideration.

A Byers Station resident inquired of the possibility of motion-activation lights at an intersection in the development. Mr. Scheivert noted our traffic engineer had not evaluated the intersection and once he provides a report we'll advise the Homeowners Association.

Adjournment

There being no further business to be brought before the Board, Mrs. Baxter adjourned the Meeting at 7:43 p.m.

Respectfully submitted,

Gwen A. Jonik  
Township Secretary