



BOARD OF SUPERVISORS  
WORKSHOP  
**August 11, 2020**  
4:00 p.m.

REVISED AGENDA

**LOCATION:** This meeting will be held **virtually**. Any member of the public interested in participating in the meeting should email the Township at [tscheivert@upperuwchlan-pa.gov](mailto:tscheivert@upperuwchlan-pa.gov) for a link and a password to join in the meeting. To minimize public exposure to COVID-19, the meeting will be conducted via webinar. No attendance in-person will be allowed. If you require special accommodation, please call the Township office at 610-458-9400.

- I. Call to Order
  - A. Salute to the Flag
  - B. Moment of Silence
  - C. Inquire if any Attendee plans to audio or video record the Workshop
  
- II. Building Code Official ~ Appointment  
Consider appointing Rhys Lloyd as Building Code Official
  
- III. Outsourcing Real Estate Tax Collection
  
- IV. Township Manager's Report
  
- V. Open Session
  
- VI. Adjournment



# UPPER UWCHLAN TOWNSHIP

## MEMORANDUM

### ADMINISTRATION

**TO:** Board of Supervisors

**FROM:** Jill Bukata  
Township Treasurer

**RE:** Outsourcing Real Estate Tax Collection

**DATE:** August 7, 2020

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The Township has been evaluating different options to replace the Tax Collector role. Pennsylvania law allows municipalities to deputize suitable organizations to perform the functions of the Tax Collector. We requested proposals from Keystone Collections and the Chester County Treasurer's Office. The following table summarizes those costs; a detailed analysis is attached.

	<b>Chester County</b>	<b>Keystone Collections</b>	<b>Current Cost</b>
Projected Cost	\$7,500.00	\$9,800.00	\$11,000.00

I respectfully recommend that we appoint the Chester County Treasurer's Office as our deputy tax collector effective January 1, 2021. This is based on several factors: the comparison to Keystone shows that the total cost to Upper Uwchlan Township will be lower, their current clients are satisfied with their performance and the cost to residents who need tax certifications will be much lower (\$10.00 compared to \$50.00).

As an aside, our costs for tax collection have been reduced sharply from prior years. In 2012, the tax collector's salary alone was nearly \$28,000 annually and it was reduced several times in recent years.

**Upper Uwchlan Township  
Real Estate Tax Collection**

Number of tax parcels in 2020	4,149
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**Comparison of Quotes for 2021**

Past due notices mailed in 2019	374
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Number of hydrant tax bills in 2020	3,217
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Item	Chester County		Keystone Collections		2020 - Ben LaGarde	
	Per Piece	Total	Per Piece	Total	Per Piece	Total
Per piece cost	\$ 1.75	\$ 7,260.75	\$ 1.50	\$ 6,223.50		
Postage	\$ -	\$ -	\$ 0.39	\$ 1,626.41		
<i>(County has included postage in its cost; postage is separate for Keystone)</i>						
Hydrant tax - per additional line item			\$ 0.50	1,608.50		
Past due notices	\$ 0.55	\$ 205.70	\$ 0.50	\$ 187.00		
Postage	\$ -		\$ 0.39	\$ 146.61		
<b><u>Current cost:</u></b>						
Tax collector compensation - 1Q						1,968.72
Consulting services - 4/1/20 - 7/31/20						1,800.00
Consulting services - 8/1/20 - 12/31/20						2,200.00
<u>Berkheimer</u>						-
Bills processed (regular & interim)					\$ 0.36	1,495.44
System access & tech support						1,800.00
Postage						1,644.54

<b>Anticipated annual cost</b>	<b>\$ 7,466.45</b>	<b>\$ 9,792.02</b>	<b>\$ 10,908.70</b>
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Additional consideration:

***Paid by the resident or requestor NOT Upper Uwchlan Twp***

			\$
Tax certifications	\$ 10.00	\$ 25.00	25.00
Additional - hydrant	\$ -	\$ 25.00	\$ -
	<u>\$ 10.00</u>	<u>\$ 50.00</u>	<u>\$ 25.00</u>

**Note on postage:**

Keystone Collections would charge us separately for postage. The postage rate shown reflects the mailing of a large number of their clients at one time, which allows everyone to save on postage.



# UPPER UWCHLAN TOWNSHIP MEMORANDUM

## ADMINISTRATION

TO: UPPER UWCHLAN TOWNSHIP BOARD OF SUPERVISORS  
FROM: Tony Scheivert, Township Manager  
SUBJECT: Township Manager's Report  
DATE: August 6, 2020

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### **Basketball and Tennis Court Resurfacing in Hickory Park**

The Park and Recreation Board discussed the funds received from TC Energy at their last two meetings and it has been decided that the best use of the money would be to resurface the basketball courts and possibly the tennis courts at Hickory Park. I am currently gathering quotes from contractors and will have information and prices for the BOS meeting on Monday, August 17<sup>th</sup>.

### **Township Building Expansion**

We are still working on getting the punch list completed. Lockers in the Police Station are still not finished. Remaining items for lockers are scheduled to be delivered week of August 10<sup>th</sup>. Waiting on delivery of the flagpole for outside the building. Many of the items have been delayed due to shipping issues related to COVID-19.

### **Hurricane Isaias**

Tuesday, August 4<sup>th</sup> Hurricane Isaias made its way through the Township. At the peak of the storm over 75% of the Township was without power. We had numerous streets closed and trees down. Two homes off Greenridge Road were damaged extensively when trees fell onto the houses. As of 11AM August 7<sup>th</sup>, according to the PECO outage map, all the Township has been restored but there are still 5,640 outages in Chester County. Police and Public Works reported to numerous calls for service and did a great job assisting the residents of Upper Uwchlan.