

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF SUPERVISORS
SCHUYLKILL TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA
HELD ON March 4, 2020**

SCHUYLKILL TOWNSHIP BUILDING, 111 VALLEY PARK ROAD, PHOENIXVILLE, PA 19460
Duly advertised in The Pottstown Mercury and posted on www.schuylkilltwp.com

IN ATTENDANCE

Board of Supervisors

Martha Majewski – Chair, Bob Cooney - Member, Mark Donovan – Member, Susan Guerette - Member Fred Parry was not in attendance.

Township Administration

William Brennan, Esq.-Township Solicitor, Madeline Harbison – Township Secretary, E.J. Mentry – Township Manager/Treasurer. The Township Engineer was excused from this meeting.

Other Township Representatives Present

Rick Beittel-President Valley Forge Volunteer Fire Company, Curt English – Schuylkill Township Planning Commission, James Fetterman-Chief, Schuylkill Township Police Department

Appearing Before the Board

Mr. Jeffrey A. Kowalczyk, CPA, CFE, CGAP - Barbacane Thornton & Co. - Township CPA

CALL TO ORDER

The monthly public business meeting was called to order at 7:30 p.m. with the Pledge of Allegiance. The meeting was chaired by Supervisor Majewski.

Supervisor Majewski announced that an executive session was held this evening, March 4, 2020, to discuss land acquisition and potential litigation matters. This executive session would be continued after tonight's business meeting. An executive session was held on Thursday, February 20, 2020 to discuss potential litigation and land acquisition.

2019 AUDIT PRESENTATION

Mr. Kowalczyk presented the 2019 Schuylkill Township Audit and Financial Statements to the Board. Mr. Kowalczyk gave an overview of the audit process and the filing procedure for the financial statements. He then summarized the report and advised the Board that it was a clean audit with no significant findings. Supervisor Majewski asked if all necessary information and files were readily provided by Township staff. Mr. Kowalczyk advised the Board that there were no complications in accessing Township records and files.

Upon **motion** by Supervisor Majewski seconded by Supervisor Guerette, and unanimously passed, the Board of Supervisors of Schuylkill Township accepted the 2019 Schuylkill Township Audit Report and Financial Statements for the year ended December 31, 2019 as prepared by the Township's appointed Certified Public Accountant, Barbacane, Thornton and Company.

Supervisor Majewski mentioned that the audit report and financial statements would be posted on the Township's website as soon as possible.

CONSENT AGENDA

1. Approval and acceptance of the Minutes of the February 5, 2020 Board of Supervisor Regular Meeting.

2. Acceptance of all departmental, committee, commission and council reports as posted and received by the Board of Supervisors for the month of February 2020.

Upon **motion** by Supervisor Majewski seconded by Supervisor Guerette, and unanimously passed, the Board of Supervisors of Schuylkill Township approved and accepted the Consent Agenda.

BOARD MEMBER REPORTS

Supervisor Cooney reported that a History of Schuylkill Township would be presented at the Phoenixville Country Club on May 14, 2020 at 7:30 p.m. This event is sponsored by the Township Historical Commission and is free to Township residents.

Supervisor Guerette announced that the Environmental Advisory Council is holding a spring cleanup event on April 4, 2020 to pick up litter along Pawling Road in Schuylkill Township.

TREASURER'S REPORT AND PAYMENT OF BILLS

Mr. Mentry, Treasurer, reported to the Board that as of February 29, 2020, the Township's general fund shows a balance of \$2,726,168; an increase of about \$28,000 from the prior month. Revenue year-to-date is at 7.6% of budget; expenditures are at 10.3%. All Township funds are within budget. Mr. Mentry informed the Board that the bills for February 2020 have been reviewed and he recommended payment of these bills.

Upon **motion** by Supervisor Majewski, seconded by Supervisor Guerette, and unanimously passed, the Board of Supervisors of Schuylkill Township approved and accepted the Treasurer's Report for the period ending February 29, 2020 and authorized payment of Township bills for the period ending February 29, 2020.

BOARD DISCUSSION ITEMS

OLD BUSINESS

2020 Music Festival

Supervisor Cooney advised the Board that the festival would be in September, tentatively 9/19/20. Arrangements are still being finalized and he would report in more detail next month.

Update: Traffic Impact Advisory Committee ("TIFAC")

Mr. Mentry advised the Board that the TIFAC is still short one member. He reiterated that this member must be a Township resident, a business owner in the Township or someone in the building, development or real estate industry doing business in the Township. Discussion ensued regarding recruitment of members for the TIFAC.

Update: Valley Park Municipal Park Maintenance

Mr. Mentry reported that the last purchase of maintenance equipment needed for the Park was a shed to store the machinery and requested approval for an expenditure of \$5,472.00 for a 14' x 22' shed to be placed in Valley Park Municipal Park.

Upon **motion** by Supervisor Majewski, seconded by Supervisor Guerette, and unanimously passed, the Board of Supervisors of Schuylkill Township approved the expenditure of \$5,472.00 for a 14' x 22' shed to be placed in Valley Park Municipal Park.

NEW BUSINESS

Revised Phoenixville Regional Planning Committee ("PRPC") Implementation Agreement (the Agreement")

Supervisor Donovan advised the Board that the Agreement had to be revised to add a new PRPC member, West Pikeland, and to change the required quorum from 3 to 4 members.

Upon **motion** by Supervisor Majewski, seconded by Supervisor Guerette, and unanimously passed, the Board of Supervisors of Schuylkill Township approved and accepted the revised Phoenixville Regional Planning Committee Implementation Agreement.

Environmental Advisory Council Membership

Upon **motion** by Supervisor Majewski, seconded by Supervisor Guerette, and unanimously passed, the Board of Supervisors of Schuylkill Township authorized the advertisement of proposed Ordinance 2020-01 to amend the Code of Ordinances of Schuylkill Township to amend Chapter 18 Environmental Advisory Council § 18-3 Membership. to increase the number of alternate, non-voting members to three (3).

Upon **motion** by Supervisor Majewski, seconded by Supervisor Guerette, and unanimously passed, the Board of Supervisors of Schuylkill Township appointed Karen Hilyard to the Environmental Advisory Council as a non-voting alternate member. Environmental Advisory Council Membership

Acceptance of Bid for Police Vehicle

Upon **motion** by Supervisor Majewski, seconded by Supervisor Guerette, and unanimously passed, the Board of Supervisors of Schuylkill Township accepted the bid of \$10,500 from David Mills, 211 Central Avenue, PO Box 608, Tazewell VA 24651, for the Township's 2014 Police Interceptor Vehicle advertised on Municibid.

RESOLUTIONS / ORDINANCES

Resolution 2020-12: Planning Commission Membership

Resolved, upon **motion** by Supervisor Donovan, seconded by Supervisor Majewski, and unanimously passed, the Board of Supervisors of Schuylkill Township adopted Resolution 2020-12 by which two (2) alternate non-voting members were added to the Schuylkill Township Planning Commission.

Resolution 2020-13: Revision to the Official Sewage Facilities Plan

Resolved, upon **motion** by Supervisor Majewski, seconded by Supervisor Guerette, and unanimously passed, the Board of Supervisors of Schuylkill Township adopted Resolution 2020-13 to facilitate a replacement of the failing septic system at 15 Valley Park Road (UPI# 27-6-70).

SUBDIVISION / LAND DEVELOPMENT

Nothing to report.

ADDITIONAL BUSINESS

Polling Location Schuylkill Township Precinct 556

Mr. Mentry advised the Board that Chester County Voter Services has confirmed that the polling location for Schuylkill Township Precinct 556 will remain at the Township building, 111 Valley Park Road, for this election year.

Valley Park Municipal Park Public Opening

Supervisor Majewski advised the Board that the Environmental Advisory Council suggested that a ribbon-cutting ceremony be held to officially open Valley Park Municipal Park to the public.

Supervisor Majewski expressed concerns about the outstanding work left on the punchlist for the park. The Board concurred with grand opening suggestion and selected three potential dates, May 1st, May 8th or May 15th and requested that Township staff reach out to local and state officials, and all those organizations which awarded grant monies to the Township for the park's development.

ANNOUNCEMENTS

- Township real estate tax bills were mailed last week. Contact the Schuylkill Township Tax Collector, Aaron Kern, if you do not receive your bill by the end of March. His contact information is on the Township's website.
- The semi-annual Valley Forge Volunteer Fire Company pancake breakfast fundraiser is Saturday, March 7, 2020 from 7 a.m. – 11 a.m. or until sold out. Visit the Auxiliary to the Valley Forge Volunteer Fire Company's Facebook page for more information.
- Join us at the Phoenixville Country Club on March 12, 2020, 7:30 p.m., for a presentation and discussion regarding Plastic Pollution Solutions. The speaker is Mr. Faran Savitz of PennEnvironment. Details are available on the Township's website.
- The Township office will close at 12:00 noon on Friday, March 13, 2020.
- The annual Schuylkill Township Police Association Coat & Socks Drive continues until March 17, 2020. For information on any of the Association's programs, contact Officer Jim Hennessey at jhennessey@schuylkillpd.org.
- The date for the March Board of Supervisors workshop has been changed to Thursday, March 26th at 6:30 p.m. in the Township Building. The Board has invited The Endeavor Property Group LLC in order to open a dialogue regarding the property at 1485 Valley Forge Road a/k/a The Conference Center at Valley Forge.
- The Schuylkill Township Planning Commission is looking for members. Residents who would like to be considered should send a letter of interest and resume to the Township Manager.
- Road sweeping in the Township is tentatively scheduled for the 1st week in April.
- The Township's Environmental Advisory Council is sponsoring a litter pickup day on Saturday April 4th. Contact Earl Cram of the EAC at earlcram@comcast.net for more information.
- 2020 Census Day is April 1st. In mid-March, households will begin receiving official Census Bureau mail with detailed information on how to respond online, by phone, or by mail. Your answers matter and will determine how hundreds of billions in federal funding flow into local communities for everything from highway planning to school programs. Visit 2020census.gov for more information.
- The 2020 Primary Election is April 28th. To find your polling place, visit the Township website, go to the Residents' tab and select Voting.

PUBLIC PARTICIPATION

Ms. Kathleen Mraz, 34 Meadowbrook Lane, suggested it be made easier to find the meeting agendas on the Township's website and also expressed concern about the probable variance request by the Phoenixville Area School District to install lights on one of the Manovan Elementary School fields.

Mr. John Mraz, 34 Meadowbrook Lane, expressed his dissatisfaction with the fact that the Phoenixville Area School District has not completed its audit for their fiscal year ended June 30, 2019 and mentioned that the next school district budget meeting is Monday, March 9th.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:20 p.m. upon **motion** of Supervisor Majewski, seconded by Supervisor Guerette and unanimously passed by the Board of Supervisors of Schuylkill Township.

EXECUTIVE SESSION

The Board moved into executive session at 8:25 p.m. for discussion of litigation and land acquisition matters.

NEXT BOARD OF SUPERVISORS' MEETING

Board of Supervisors Work Session.....Thursday, March 26, 2020 at 6:30 p.m.
Board of Supervisors Regular Business Meeting.....Wednesday, April 1, 2020 at 7:30 p.m.

Respectfully submitted,

Madeline Harbison
Township Secretary