

MINUTES OF THE REGULAR MEETING OF THE BOARD OF SUPERVISORS
SCHUYLKILL TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA
HELD ON May 6, 2020

SCHUYLKILL TOWNSHIP BUILDING, 111 VALLEY PARK ROAD, PHOENIXVILLE, PA 19460

Duly advertised in The Pottstown Mercury and posted on www.schuylkilltwp.com

The May monthly meeting was duly advertised and held electronically through the GoTo Webinar application via telephone and the internet

IN ATTENDANCE

Board of Supervisors

Martha Majewski – Chair, Fred Parry – Vice Chair, Susan Guerette – Member, Mark Donovan – Member, Bob Cooney - Member

Township Administration

Madeline Harbison – Township Secretary, E.J. Mentry – Township Manager/Treasurer. The Township Engineer and the Township Solicitor were excused from this meeting.

CALL TO ORDER

The virtual 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 read a statement regarding Township residents' health and safety during the COVID-19 emergency, said statement incorporated herein by reference.

Supervisor Majewski announced that an executive session was held this evening, May 6, 2020, to discuss personnel issues.

Mr. Mentry gave a brief overview of the virtual meeting protocols and reminded attendees that question and comments could be submitted at any time during the meeting via the question submittal box on the webinar dashboard. The submittals would be read aloud at the appropriate time in the meeting.

CONSENT AGENDA

1. Approval and acceptance of the Minutes of the April 1, 2020 Board of Supervisor Regular Meeting. No work session was held in April.
2. Acceptance of all departmental, committee, commission and council reports as posted and received by the Board of Supervisors for the month of April 2020.

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

TREASURER'S REPORT AND PAYMENT OF BILLS

Mr. Mentry, Treasurer, reported to the Board that as of April 30, 2020, the Township's general fund shows a balance of \$3,574,336.91. He advised the Board that the General Fund increased from the previous month by about \$540,000. Mr. Mentry stated that the Township is presently at about 31% of budgeted revenues for 2020 and 21% of budgeted expenditures. Discussion ensued regarding the impact of the COVID-19 crises on Township finances. The Township Manager informed the Board that he, the Roadmaster, and the Chief of Police have begun reviewing their 2020 budgets to identify areas where, if necessary, cuts could be made without impacting essential township services.

Mr. Mentry advised the Board that he has reviewed the bills to be paid for May and recommended payment of those bills.

Upon **motion** by Supervisor Majewski, seconded by Supervisor Donovan, and unanimously passed, the Board of Supervisors of Schuylkill Township approved and accepted the Treasurer's Report for the period ending April 30, 2020 and authorized payment of Township bills for the period ending April 30, 2020.

TWO-MINUTE REPORTS

The Township Manager reported that construction has restarted in the Township per the Governor's order. The two major construction projects in the Township at present, Valley Park Municipal Park and the Valley Forge Greene townhomes development have resumed activity. Mr. Mentry extended the Township's appreciation to Webmaster John Davey, and Township Secretary, Madeline Harbison, for the Hometown Heroes recognition initiative on the Schuylkill Township website.

BOARD DISCUSSION ITEMS

OLD BUSINESS

Municipal Parks-Signage and Regulations. Supervisor Majewski summarized the drafting of the park rules and regulations and presented the final draft. Supervisor Guerette asked about the leash requirement and whether it could be revisited. Discussion ensued regarding the necessity of a leash regulation. It was the consensus of the Board that a leash requirement should be included in the regulations. Supervisor Cooney asked about allowing private citizens conducting searches for historical artifacts within the confines of township parks. The Township Solicitor advised that while the Township could authorize specific individuals to conduct supervised scientific archeological investigations, it would require an understanding that any artifacts or items found are and would remain Township property. The Township cannot allow private citizens to conduct "scavenger hunts" and remove items willy-nilly. Discussion moved on to the enforcement section of the regulations.

Upon **motion** by Supervisor Majewski, seconded by Supervisor Cooney, and unanimously passed, the Board of Supervisors of Schuylkill Township approved and accepted the draft township parks rules, regulations and enforcement policy as presented and instructed the Township Solicitor to draft an ordinance establishing the same for consideration at the June 3, 2020 business meeting.

Supervisor Majewski then put before the Board for discussion the list of equipment (signboards, benches, trash cans, etc.) which she had researched for Valley Park Municipal Park. Discussion ensued regarding various aspects of the park equipment and layout.

Upon **motion** by Supervisor Majewski, seconded by Supervisor Cooney, and unanimously passed, the Board of Supervisors of Schuylkill Township approved the purchase of signboards, benches, trash cans, etc. for a not to exceed amount of \$10,000, said amount not being budgeted will be taken from Township reserve funds.

Discussion - Township Response to COVID-19/Reopening Plan and Procedures.- Mr. Mentry advised the Board that at present, there are no plans for reopening. The Township is following the County's lead in that municipal buildings are still closed to the public and essential services only are being provided. He informed the Board that the Township has navigated the crises with no significant impact on services to residents. It is unclear when the Township building will reopen; the

situation may be revisited when Chester County's status moves from red to yellow. Preparations are being made for when normal operations resume; supplies have been ordered and procedures are being put in place. Mr. Mentry advised residents to check the website regularly and to sign up for the Township's email list to stay abreast of developments.

NEW BUSINESS

Discussion - 2020 Curbing/Paving Program – Mr. Mentry informed the Board that this year's paving program would entail milling and overlay paving for four roads, per the Township's 20-Year Paving Plan. The roads to be paved are Moorehall Drive, Rossiter Avenue, Wetherill Lane, and N. White Horse Road. The total estimated cost for this project is about \$419,440. The Township's curb repair program is budgeted about \$75,000 per year. This year, repairs are planned for Freedom View Lane, Guilford Circle, Sentinel Drive, Autumn Hill Lane, and Summerhill Lane. Curb repairs will also be incorporated into the Rossiter Avenue paving project.

Discussion - Tax Lien Exoneration for certain parcels in Schuylkill Township: Mr. Mentry explained that the tax lien exoneration being considered this evening were for certain manufactured home lots where the homes have been removed and the Chester County Tax Bureau has deemed the liens uncollectible and has requested that the Township exonerate these liens. The total amount of these liens is \$362.04.

Discussion – Act 15 Extension of Property Tax Payment Deadlines in Schuylkill Township: Mr. Mentry explained that Act 15 recently signed into law by the Governor allows municipalities to extend the discount period and the base period for 2020 real estate tax collections. The proposed extensions for the Township would be a two-month extension on the discount period to June 30th and extending the base period to December 31st; effectively removing any penalties for late payments. It does not, however, remove the obligation for all Township real estate taxes to be paid in full by December 31st.

Appointment of Planning Commission Members:

Upon **motion** by Supervisor Majewski, seconded by Supervisor Donovan, and unanimously passed, the Board of Supervisors of Schuylkill Township appointed David Demey, Township resident, as a full voting member of the Schuylkill Township Planning Commission to fill an unexpired term ending December 31, 2022 as recommended by the Commission.

Upon **motion** by Supervisor Majewski, seconded by Supervisor Donovan, and unanimously passed, the Board of Supervisors of Schuylkill Township appointed Peter Bigelow, Township resident, as a full voting member of the Schuylkill Township Planning Commission to fill an unexpired term ending December 31, 2022.

Purchase Authorization – Electronics:

The Township Manager informed that Board that this expenditure would be replacing the outdated tablets currently used by the Township Supervisors and staff. The old tablets cannot utilize the software currently needed for Township business.

Upon **motion** by Supervisor Majewski, seconded by Supervisor Cooney, and unanimously passed, the Board of Supervisors of Schuylkill Township approved and authorized the expenditure of up to \$5,000 in Township funds for the purchase of laptops/tablets for the Board of Supervisors and Township staff for use in conducting Township business only.

RESOLUTIONS / ORDINANCES

Resolution 2020-18: Authorization to Participate in Pennsylvania State Contract No. 561036ITQ

Resolved, upon **motion** by Supervisor Majewski, seconded by Supervisor Donovan, and unanimously passed, the Board of Supervisors of Schuylkill Township does hereby adopt Resolution 2020-18 Authorizing Schuylkill Township's Participation in Pennsylvania State Contract No. 561036ITQ titled Bituminous Material Plant Mixed, Districts 1-12, as amended, for the purchase of Asphalt.

Resolution 2020-19: Property Tax Lien Exoneration for Certain Parcels in Schuylkill Township

Resolved, upon **motion** by Supervisor Majewski, seconded by Supervisor Donovan, and unanimously passed, the Board of Supervisors of Schuylkill Township does hereby adopt Resolution 2020-19 thereby exonerating property tax liens for certain parcels deemed uncollectible by the Chester County Tax Bureau.

Resolution 2020-20: Implementation of Certain Provisions of Act 15 of 2020 regarding Property Tax Relief

Resolved, upon **motion** by Supervisor Majewski, seconded by Supervisor Donovan, and unanimously passed, the Board of Supervisors of Schuylkill Township does hereby adopt Resolution 2020-20 thereby implementing certain provisions of Pennsylvania Act 15 of 2020 regarding the Extension of Deadlines for Property Tax Collection.

SUBDIVISION / LAND DEVELOPMENT

Nothing to report.

ADDITIONAL BUSINESS

Nothing to report.

ANNOUNCEMENTS

- The Township municipal building remains closed to the public. All Township public meetings will be held as virtual meetings. Please visit the Township's website www.schuylkilltwp.org for on-going information.
- The Township is operating on essential services only. The Police Department may be reached for non-emergency issues at (610) 935-2440.
- Construction activities resumed on May 1st under guidelines from the state. For information on construction within Schuylkill Township, please email zoning@schuylkilltwp.org.
- Because of illegal dumping at the Township's leaf composting yard, residents' leaf drop-off and compost pickup are now by appointment only. Call the Township office to make your arrangements. Note that access will be dependent upon the availability of personnel.
- The Census is still happening. As of May 4th, Pennsylvania's response rate was 59.1%; Chester County's was 68.5% and Schuylkill Township's was 76.7%. Let's bring that number up – every non-responsive citizen means a forfeiture of \$2,093 per year in lost funding. Fill out your census today at my2020census.gov.

PUBLIC PARTICIPATION

Nothing to report.

PENDING – NO DISCUSSION

- Animal Waste Ordinance
- Stop Sign and Speed Limit Ordinance Amendment
- Park/Open Space Rules Ordinance

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:58 p.m. upon **motion** of Supervisor Majewski, seconded by Supervisor Guerette and unanimously passed by the Board of Supervisors of Schuylkill Township.

NEXT BOARD OF SUPERVISORS’ MEETING

Board of Supervisors May Virtual Work Session.....Thursday, May 21, 2020 at 6:30 p.m.
Board of Supervisors Virtual Business Meeting.....Wednesday, June 3, 2020 at 7:30 p.m.

Respectfully submitted,

Madeline Harbison
Township Secretary