

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF SUPERVISORS  
SCHUYLKILL TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA  
HELD ON September 2, 2020**

**SCHUYLKILL TOWNSHIP BUILDING, 111 VALLEY PARK ROAD, PHOENIXVILLE, PA 19460**  
*Duly advertised in The Pottstown Mercury and posted on [www.schuylkilltwp.com](http://www.schuylkilltwp.com)*

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

*Video recordings of Board of Supervisor business meetings may be viewed at [www.schuylkilltwp.org](http://www.schuylkilltwp.org)*

**IN ATTENDANCE**

**Board of Supervisors**

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

**Township Administration**

Russell Benner, PE – Township Engineer, William Brennan, Esq. – Township Solicitor, Madeline Harbison – Township Secretary, E.J. Mentry – Township Manager/Treasurer.

**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 announced that an executive session was held on August 12, 2020 to discuss potential litigation, on August 20, 2020 to discuss litigation matters, and also this evening, September 2, 2020, to discuss personnel issues and litigation matters.

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

**CONSENT AGENDA**

1. Approval and acceptance of the Minutes of the August 12, 2020 Board of Supervisor business meeting and the August 20, 2020 Board of Supervisors Work Session.
2. Acceptance of all departmental, committee, commission, and council reports as posted and received by the Board of Supervisors for the month of August 2020.

Upon **motion** by Supervisor Majewski seconded by Supervisor Donovan, and passed, with Supervisor Parry abstaining due to technical difficulties, 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 August 31, 2020, the Township's general fund shows a balance of \$ 4,363,876. The Township has received about 63% of its budgeted revenues for the year. Expenditures are at about 41% of budget. 97% of budgeted real estate taxes have been collected as have 95% of budgeted real estate transfer taxes. August was another strong month for earned income tax collection. Mr. Mentry advised the Board that he has reviewed the bills to be paid in September and recommended payment of those bills.

Upon **motion** by Supervisor Majewski, seconded by Supervisor Cooney, and unanimously passed, the Board of Supervisors of Schuylkill Township approved and accepted the Treasurer's Report for the period ending August 31, 2020 and authorized payment of Township bills for September 2020.

#### **TWO-MINUTE REPORTS**

Supervisor Cooney expressed the Board's appreciation to Jim Morrisson, E.J. Mentry and all others involved in the project for the successful completion of the historic Trolley Rail Exhibit in Valley Park Municipal Park. Supervisor Cooney commented that it was very well-done and recommended that Board members take the time to visit it.

Mr. Mentry reported that the first meeting of the Township's Transportation Impact Fee Advisory Committee has been scheduled for September 24<sup>th</sup> at 7:00 p.m. The damage to Jug Hollow Road caused by the August 4<sup>th</sup> tropical storm has been repaired. The cost of the repairs was about \$27,000 which was less than originally estimated. Mr. Mentry commended the Roads Department on a job well-done.

#### **BOARD DISCUSSION ITEMS**

##### **OLD BUSINESS**

Update: COVID-19 Township Operations/Protocols: Mr. Mentry advised the Board that the Township has implemented a staff COVID-19 travel quarantine policy consistent with CDC and state guidelines for any Township employees traveling to high-risk areas. On August 31, 2020, the governor extended the commonwealth's COVID-19 emergency declaration for 90 days which means all directives, authorized actions, and provisions of the March 6<sup>th</sup> declaration remain in effect including our ability to meet virtually among other activities. At this time, it is anticipated that all Township meetings will be held virtually at least through the end of the year. Mr. Mentry advised the Board that his recommendation is that the municipal building remain closed to the public with the staff working remotely for that same period of time.

Valley Park Hazardous Tree Removal. Upon **motion** by Supervisor Majewski, seconded by Supervisor Parry and unanimously passed, the Board of Supervisors of Schuylkill Township accepted Jermacans Style, Inc. Quote No. 20-111, dated 08/22/2020 in the amount of \$5,950.00 for the removal of a hazardous tree in Valley Park Municipal Park (the "Park") and further authorized this expenditure to be paid from Schuylkill Township's Open Space Funds as allowed by Act 115 of 2013.

Mr. Mentry advised the Board that he requested a proposal from Jermacans Style, Inc. for additional tree work in the Park in 2021 including removal, pruning, etc. The proposal has been submitted and will be discussed during the budget workshop in October.

Discussion: Valley Park Municipal Park ("VPMP") Next Steps – Supervisor Majewski reiterated that the historic trolley rail exhibit has been completed and may be seen in the Park. Work is proceeding on the interpretive signs and planning for the natural trail for the interior of the Park continues to progress.

**NEW BUSINESS**

Advertisement of Equipment Rental /Snow Removal Bid Request: Upon **motion** by Supervisor Majewski, seconded by Supervisor Parry, and unanimously passed, the Board of Supervisors of Schuylkill Township approved and authorized the advertisement of a Request for Bids for the Township's 2020-2021 Equipment Rental and Snow Removal; said bids to be opened and voted upon at the October 7, 2020 Board of Supervisors meeting.

Update: Dept. of Community & Economic Development ("DCED") Pennsylvania Small Water and Sewer Grant Award. Upon **motion** by Supervisor Majewski, seconded by Supervisor Parry, and passed, the Board of Supervisors of Schuylkill Township accepted the DCED Penna. Small Water & Sewer Grant contract no. C0000074330 in the amount of \$300,000, said grant monies to be used for Paul Lemen Drive Stormwater Management Improvements.

Discussion ensued on the scope of work for the project.

Phoenixville Area Clean Energy Alliance ("PACEA") – Chester County Vision Partnership Grant Application. Upon **motion** by Supervisor Majewski, seconded by Supervisor Parry, and unanimously passed, the Board of Supervisors of Schuylkill Township authorized Schuylkill Township to proceed with a Vision Partnership Program grant application to fund an Energy Transition Plan conditioned upon a minimum of three municipalities' participation in the project. Discussion ensued regarding the sample energy transition plans submitted by the PACEA.

Upon **motion** by Supervisor Majewski, seconded by Supervisor Donovan, and unanimously passed, the Board of Supervisors of Schuylkill Township appointed Supervisor Mark Donovan and Mr. Jonathan Myers of the Environmental Advisory Council to represent Schuylkill Township on the Phoenixville Area Clean Energy Alliance Oversight Board.

*Public Comment:* Mr. David Lutzker 243 Morgan Street, Phoenixville – Mr. Lutzker indicated he was commenting as the President of the Phoenixville Area Green Team and a member of the PACEA. Mr. Lutzker emphasized that he did not represent the municipal government of the Borough of Phoenixville in any capacity, however, based on discussions with several Borough Council members, Phoenixville is 100% behind the transition to renewable energy sources. While the VPP grant may not be their vehicle of preference, the Borough sees itself as a leader in the transition to clean energy and point to the various projects that have been completed and those that are still in progress. Phoenixville will continue to play an active role in regional projects related to clean energy. In addition, he has presented the PACEA VPP grant proposal to the Phoenixville Area School District ("PASD") Finance Committee and it was discussed at a PASD workshop where it was well-received and his expectation is that they will fully support and engage this project.

Advertisement of 2021 Township Budget Workshops. Upon **motion** by Supervisor Majewski, seconded by Supervisor Parry, and unanimously passed, the Board of Supervisors of Schuylkill Township approved the advertisement of the Workshops for the 2021 Budget review on October 15, 2020 and October 29, 2020 at 6:30 p.m.

Discussion: Schuylkill Township Police Department (STPD) COVID-19/Travel Restrictions Standard Operating Procedures (SOP). Upon **motion** by Supervisor Majewski, seconded by Supervisor Parry, and unanimously passed, the Board of Supervisors of Schuylkill Township accepted the Schuylkill Township Police Department Standard Operating Procedure Infectious Disease Order COVID-19 as submitted to the Board September 1, 2020.

### RESOLUTIONS / ORDINANCES

Discussion: Draft Ordinance 2020-05: Conservation of Woodlands and Other Vegetation (“Tree Ordinance”): Mr. Mentry advised the Board that the Township has not yet received comments from the Chester County Planning Commission on the proposed ordinance. Discussion was tabled pending receipt of said comments.

### SUBDIVISION / LAND DEVELOPMENT

Nothing to report.

### ADDITIONAL BUSINESS

Hunting in Pickering Preserve. Supervisor Cooney expressed reservations regarding the permission granted to Suburban Archers for bow hunting in the Preserve. He said his concerns centered mainly around the proximity of the YMCA facility to the hunting area and suggested he provide a list of restrictions specific to those concerns to be incorporated into a formal hunting authorization document to be presented to Suburban Archers. Upon **motion** by Supervisor Cooney, seconded by Supervisor Majewski, and unanimously passed, the Board of Supervisors of Schuylkill Township instructed the Township Solicitor to draw up a formal terms of hunting authorization document incorporating the restrictions specified by Supervisor Cooney. Further, the Board instructed the Township Manager to present the authorization to Suburban Archers for agreement and signature.

Police Vehicle Purchase. Upon **motion** by Supervisor Majewski, seconded by Supervisor Parry, and unanimously passed, the Board of Supervisors of Schuylkill Township approved the purchase of one (1) new and unused 2020 Ford Interceptor Utility AWD Hybrid Utility for thirty-seven thousand, five hundred dollars (\$37,500.00) per the September 2, 2020 quote from COSTARS vendor Whitmoyer Auto Group, Mount Joy, PA.

### ANNOUNCEMENTS

- The Schuylkill Township municipal building remains closed to the public. Staff is working remotely and responding to emails and telephone messages. The Township will be holding virtual Township public meetings until further notice and all Township public events have been cancelled. Information on how to access the meetings is published on the website and via the Township’s email distribution list prior to each meeting.
- Our Police Department may be reached for non-emergency assistance at 610-935-2440.
- Pennsylvania’s election will be held on Tuesday, November 3, 2020. All voters now have the option to vote by mail. Submit your mail-in or absentee voting application as soon as possible if you wish to use either of these options; your completed ballot must be received by 8:00 PM November 3<sup>rd</sup>. Visit the Township website’s Residents/Voting page or the Chester County Voter Services web page for more information.
- Niche.com has issued its new 2020 rankings of the “Best Places to Live” in the Philadelphia area; Schuylkill Township received an A+ ranking as one of the top Philadelphia area communities.
- 2020 Census results affect our community every day; it is the basis for funding for school lunches, plans for roads and support for first responders and families in need. At an 84% response, Schuylkill has exceeded its 2010 self-response rate, but our target is 100%. The deadline for completing the census is September 30<sup>th</sup>; if you have not yet responded, please take the 5 minutes needed to submit this important data.

- There will be a virtual presentation of the Chester County Fire and EMS Strategic Plan on September 8 and 9. Information is available on the Township website.
- 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 Schuylkill Township administration office will be closed on Monday, September 7<sup>th</sup> for Labor Day.
- The Schuylkill Township Police Association is sponsoring a community blood drive on September 28<sup>th</sup> and 29<sup>th</sup> at the Calvary Bible Church. Information on the event can be found on the Township’s website.

**PUBLIC PARTICIPATION**

Nothing to report.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 8:50 p.m. upon **motion** of Supervisor Majewski, seconded by Supervisor Parry and unanimously passed by the Board of Supervisors of Schuylkill Township.

**NEXT BOARD OF SUPERVISORS’ MEETING**

Board of Supervisors Virtual Work Session ..... Thursday, September 17, 2020 at 6:30 p.m.  
Board of Supervisors Virtual Business Meeting..... Wednesday, October 7, 2020 at 7:30 p.m.

Respectfully submitted,

Madeline Harbison  
Township Secretary