

**MINUTES OF THE ORGANIZATION MEETING OF THE BOARD OF SUPERVISORS
SCHUYLKILL TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA HELD ON 01/06/2025
SCHUYLKILL TOWNSHIP BUILDING, 111 VALLEY PARK ROAD, PHOENIXVILLE, PA 19460**
Duly advertised in The Pottstown Mercury and posted on www.schuylkilltwp.org

IN ATTENDANCE

Board of Supervisors Present:

Jonn Callahan, Chair

Danielle Jouenne, Vice Chair

Bob Cooney

Devin Hager

John Kiernan

Township Administration:

Lauire Getz, Township Manager

Valentina Mitterer, Assistant Township Manager

Michael Crotty, Esq., Township Solicitor

Absent:

None

APPOINTMENT -TEMPORARY CHAIRMAN

Mr. Crotty was appointed as temporary Chairman of the meeting to accept nominations for the 2026 Chairman of the Board of Supervisors. Mr. Cortty called for nominations for Chairman of the Schuylkill Township Board of Supervisors.

CALL TO ORDER

The yearly reorganization meeting was called to order at 7:09 p.m. The meeting was chaired by Mr. Crotty leading the Pledge of Allegiance.

APPOINTMENT – CHAIRMAN

Upon **motion** by Supervisor Kiernan, seconded by Supervisor Hager and unanimously passed, Supervisor Cooney is appointed as Chair for the Schuylkill Township Board of Supervisors for 2026.

APPOINTMENT-VICE CHAIRMAN

Upon **motion** by Supervisor Jouenne, seconded by Supervisor Cooney and unanimously passed, Supervisor Hager is appointed as Vice-Chair for the Schuylkill Township Board of Supervisors for 2026.

Mr. Crotty relinquished the Chair to Supervisor Cooney at this time.

APPOINTMENT-TREASURER

Upon **motion** by Supervisor Cooney, seconded by Supervisor Callahan and unanimously passed, Laurie Getz is appointed Treasurer for the Schuylkill Township Board of Supervisors for 2026.

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- a) Upon **motion** by Supervisor Cooney, seconded by Supervisor Jouenne, and unanimously passed, the Schuylkill Township Treasurer's Bond was set at two million dollars (\$2,000,000) for 2026 with the cost of the bond to be paid by the Township.

OTHER APPOINTMENTS

Upon **motion** by Supervisor Cooney, seconded by Supervisor Jouenne and unanimously passed, Laurie A. Getz is appointed as Township Manager.

Upon **motion** by Supervisor Cooney, seconded by Supervisor Jouenne and unanimously passed, Valentina Mitterer is appointed as Assistant Township Manager.

Upon **motion** by Supervisor Cooney, seconded by Supervisor Kiernan and unanimously passed, Valentina Mitterer is appointed as Township Secretary.

Upon **motion** by Supervisor Cooney, seconded by Supervisor Jouenne and unanimously passed, Laurie A. Getz is appointed as Assistant Township Secretary.

PUBLIC COMMENT

None.

APPOINTMENT OF BOARD LIAISON POSITIONS

Upon **motion** by Supervisor Cooney, seconded by Supervisor Cooney and unanimously passed, the following appointments were made for 2026:

- Bob Cooney Police Department Liaison, Fire Company Liaison, Pension Committee Liaison, Open Space Commission Liaison.
- Devin Hager Planning Commission Liaison, Phoenixville Regional Planning Commission Delegate.
- Jonn Callahan Environmental Advisory Council Liaison and Regional Trail Committee Liaison.
- John Kiernan Historical Commission Liaison, Tax Collection Liaison,
- Danielle Jouenne Administration Liaison, Police Department Liaison, Phoenixville Area School District Liaison.
- Phoenixville Regional Planning Commission Delegate Devin Hager
- Phoenixville Regional Planning Commission Delegate Alternate Pete Bigelow
- Emergency Declaration Officer Primary Laurie Getz
- Emergency Declaration Officer Alternate Valentina McCartney
- Emergency Management Coordinator Rafael Henin
- Deputy Emergency Management Coordinator Ashley Bengough
- Vacancy Board Chair Sandra Henzie
- Recycling Coordinator Ryan Hough & Hough Associates

APPOINTMENTS TO BOARDS, COMMISSIONS, AND COUNCILS

Planning Commission

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On a **motion** by Supervisor Cooney, seconded by Supervisor Callahan, and unanimously passed, the following are appointed to the Schuylkill Township Planning Commission for a four-year term to expire December 31, 2029.

- Michael Pellegrino, Township resident
- Curt English, Township Resident

Zoning Hearing Board

On a **motion** by Supervisor Cooney, seconded by Supervisor Jouenne, and unanimously passed, the following are appointed to the Schuylkill Township Environmental Advisory Council for a three-year term to expire December 31, 2028.

- Kevin Hyde, Township Resident (Alternate to Full Voting Member)

Environmental Advisory Council

Ms. Getz noted that Jonathan Meyers' appointment term was incorrectly listed and should reflect a term ending in December 2027.

Supervisor Callahan explained that there are two applicants for one open position on the Environmental Advisory Council (EAC): one applicant seeking reappointment and one new applicant. The matter has not yet come before the Board for formal consideration. Both applicants were described as strong candidates. Supervisor Callahan further noted that the EAC Chair was unable to attend Mr. Shaw's interview due to a scheduling error, and it was suggested that a second round of interviews be scheduled to allow the new applicant to meet with the EAC Chair.

Ms. Getz stated that the motion is tabled.

Historical Commission

On a **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, Dorothy Bedford, Township resident, is appointed to the Schuylkill Township Open Space Commission for a three-year term to December 31, 2028.

Open Space Commission

On a **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the following are appointed to the Schuylkill Township Open Space Commission for a three-year term to expire December 31, 2028.

- Paul Peterson, Township Resident
- Matthe Kline, Township Resident

Upon **MOTION** by Supervisor Cooney, seconded by Supervisor Hager, the and unanimously passed, the Board of Supervisors **APPROVED** to amend the agenda to include the Valley Forge Sewer Authority Board Appointments.

Valley Forge Sewer Authority Board

On a **motion** by Supervisor Cooney, seconded by Supervisor Jouenne, and unanimously passed, the following are appointed to the Valley Forge Sewer Authority Board for a five-year term.

- Martha Majewski, Township Resident to expire December 31, 2029
- Dave Demey, Township Resident to expire December 31, 2028

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ADMINISTRATIVE APPOINTMENTS

Upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the following administrative appointments are made for 2026 until such time as amended by the Board of Supervisors.

- Chief of Police William Fitzsimmons
- Open Records Officer Valentina Mitterer
- Alternate Open Records Officer Laurie A. Getz
- Open Records Officer-Police Dept. Chief Bill Fitzsimmons
- Alternate Open Records Officer-Police Dept...Lt. Brian McCarthy
- VFSA Joint Board Member Laurie A. Getz
- Tax Hearing Officer..... Laurie A. Getz
- Township Roadmaster Robert Falkenstein
- Township Engineer..... T & M Associates / Paul Boettinger, P.E.
- Township Traffic Engineer Bowman
- Township Solicitor Siana Law/ Michael G. Crotty
- Township Open Space Counsel Wisler Pearlstine, LLP. /Robert C.F. Wilson, Esq.
- Township Land Planner Natural Lands
- Zoning Hearing Board Solicitor..... Gawthrop Greenwood PC/Patrick McKenna, Esq.
- Zoning Officer/BCO Kimberly J. Yocom-Valyo
- Building Inspector/
Code Enforcement Officer/
Alternate Zoning Officer/
Alternate BCO ARRO Consulting, Inc.
- Fire Marshal..... Evan Taylor
- Deputy Fire Marshals..... Joel Zimmerman
- Fire Police Captain..... Armando Rase

OTHER MOTIONS

Upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors approved Memorandum of Understanding Terms of Employment for Chief of Police William Fitzsimmons for a term of January 5, 2026 to January 4, 2027.

Upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors approved to award Traffic Signal Maintenance Bid to Charles A. Higgins & Sons, Inc. in the amount of \$4,320.00.

Upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors approved and authorized the advertising of the dates of the 2026 Board of Supervisor Meetings as well as Board of Supervisors Work Sessions, Environmental Advisory Council, Historical Commission, Open Space Commission, Planning Commission, and Zoning Hearing Board meetings as presented on the 2026 calendar.

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Upon **motion** by Supervisor Cooney, seconded by Supervisor Majewski, and unanimously passed, the Board of Supervisors of Schuylkill Township authorized a requirement that all expenditures in excess of seven thousand and five hundred dollar (\$7,500.00) must receive prior approval of the Board of Supervisors.

Upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township approved for 2026 a township mileage reimbursement rate of \$0.725 per mile consistent with the United States Internal Revenue Service Guidelines.

Upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township appointed Laurie A. Getz as the Township's Voting Delegate, with Supervisor Callahan as the Alternate, to the 2026 PSATS Conference April 19-22, 2026.

Upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township authorized up to seven (4) individuals to attend the 2026 PSATS Conference with overnight accommodations if requested.

Upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township approved the list of activities of the Valley Forge Volunteer Fire Company and Fire Police for 2026.

Resolution No. 2026-01: Depositories and Signatories

Resolved upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township approved Resolution No 2026-01 Depositories and Signatories.

Resolution No. 2026-02: Appointment of Certified Public Accountant

Resolved upon **motion** by Supervisor Cooney, seconded by Supervisor Hager and unanimously passed, the Board of Supervisors approved Resolution No 2026-02 Appointment of Certified Public Accountant.

Resolution No. 2026-03: 2026 Schuylkill Township Fee Schedule

Resolved upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township approved Resolution No 2026-03 2026 Schuylkill Township Fee Schedule.

Resolution No. 2026-04: Schuylkill Township Emergency Services Provision

Resolved upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township approved Resolution No 2026-04 Emergency Services Provision.

Resolution No. 2026-05: Schuylkill Township Affirmation Code of Conduct

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Resolved upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township approved Resolution No 2026-05 Township Affirmation of Code of Conduct.

Resolution No. 2026-06: Establishing Procedures and Rules for Compliance with the Pennsylvania Right-To-Know Law

Resolved upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township approved Resolution No 2026-06 Establishing Procedures and Rules for Compliance with the Pennsylvania Right to Know Law.

Resolution No. 2026-07: Record Destruction

Resolved upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township approved Resolution No 2026-07 Record Destruction.

Resolution No. 2026-08: Zoning Hearing Board Appointments

Resolved upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township approved Resolution No 2026-08 Zoning Hearing Board Appointments.

Resolution No. 2026-09: Act 140 of 2024 Fire Tax

Resolved upon **motion** by Supervisor Cooney, seconded by Supervisor Hager, and unanimously passed, the Board of Supervisors of Schuylkill Township approved Resolution No 2026-09 Act 140 of 2024 Fire Tax.

NEW BUSINESS

None.

PUBLIC COMMENT

Joh Mraz, Meadowbrook Lane, commented to increase Township communications.

ADJOURNMENT

At 8:08 p.m., the 2026 Organization Meeting of the Schuylkill Township Board of Supervisors was adjourned upon motion by Supervisor Cooney, seconded by Supervisor Hager and unanimously passed.

Respectfully submitted,

Valentina Mitterer

Valentina Mitterer
Township Secretary