

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF SUPERVISORS  
SCHUYLKILL TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA  
HELD ON 10/11/2023  
SCHUYLKILL TOWNSHIP MUNICIPAL BUILDING, 111 VALLEY PARK ROAD,  
PHOENIXVILLE, PA 19460**

*Duly advertised in The Pottstown Mercury and posted on [www.schuylkilltwp.org](http://www.schuylkilltwp.org)*

**Call to Order:** A regular meeting of the Schuylkill Township Board of Supervisors was called to order at 7:07 PM on Wednesday, October 11, 2023 by Robert Cooney, Chairperson.

**Supervisors Present:**

Robert Cooney, Chairperson  
Martha Majewski, Vice-Chairperson  
Mark Donovan, Member  
Danielle Jouenne, Member

**Absent:**

Susan Guerette, Member

**Others in Attendance:**

Laurie Getz, Township Manager  
William Brennan, Esq., Township Solicitor  
Paul Boettinger, PE, T&M Associates (Township Engineer)  
John Frye, Chief of Police  
Valentina Mitterer, Assistant Township Manager  
Tina Stephens, Township Secretary

**Announcement of Executive Session(s)**

Supervisor Cooney announced executive sessions were held September 13, 2023, and this evening, October 11<sup>th</sup> prior to the meeting to discuss personnel matters, potential land acquisition and legal matters.

**PRESENTATIONS**

**Chester County Bridge #175, Creek Road**

Eric Quinn, Manager of Chester County bridge program introduced Sandy Martin with McCormick Taylor who is the Chester County Bridge Engineer and Matt Hickson and his team with Traffic Planning and Design. Ms. Martin reviewed the current conditions of the bridge. Mr. Hickson reviewed the design of the new bridge.

The estimated timeline for completion of final design phase is Spring 2024, advertise and award project in Summer/Fall 2024 with a project completion Fall 2025.

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This project had been discussed at a public meeting in the fall of 2017. At that time the Township had requested the new bridge abutments and walls be real stone, wood-look railings, and retain/repair the existing stone wall to the west of the bridge.

The presentation is available to view on the Township website or at the Township office.

Supervisor Majewski asked if the project would take a year to complete. Mr. Hickson said from project award to contractor and work complete it typically is a year.

Supervisor Cooney asked if the Township would have any say in the look of the bridge to match the historical area. Ms. Martin said the rendering presented has real stone to match the stone currently there and brown railing to be like the railing today.

Supervisor Jouenne asked about the width of the shoulder on either side of the bridge. Ms. Martin said it is within PennDOT's design standards.

Barbara Kratz commented as to safety concerns with traffic and speeding. She asked about the elevation of bridge as she is concerned with flooding.

Walt Albright with Traffic Planning and Design said the flood elevations were reduced in the hydraulic analysis and passed DEP and PennDOT's storm design.

Sue Arenschiold commented to the increase in bridge elevation does this mean it won't flood.

Dean Patterson commented to the facade of the new bridge, the PennDOT funding dictating the design of bridge, safety concerns with traffic speeding, emergency evacuation, background checks on contractors and the proposed guide rail.

## **REGULAR BUSINESS MEETING**

### **Consent Agenda**

- Ratification of the Minutes of the Board of Supervisors August 9, 2023 Business Meeting
- Acceptance of the Minutes of the Board of Supervisors August 23, 2023 Conditional Use Hearing and September 13, 2023 Business Meeting.
  - All departmental, committee, commission, and council reports as posted and received by the Board of Supervisors for the month of September 2023.

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Upon **MOTION** by Supervisor Cooney seconded by Supervisor Majewski the Board of Supervisors of Schuylkill Township approved and accepted the Consent Agenda.

**Treasurer's Report and Payment of Bills**

Consideration of Acceptance of Treasurer Reports for period ending September 30, 2023

Ms. Getz reviewed the Treasurer's report for September 30, 2023, saying General Fund Balance of \$5.3 million.

Upon **MOTION** by Supervisor Cooney seconded by Supervisor Majewski the Board of Supervisors of Schuylkill Township APPROVED the Treasurer Report for periods ending September 30, 2023.

**Payment of Bills**

Approval of Disbursements dated October 11, 2023

Upon **MOTION** by Supervisor Cooney seconded by Supervisor Majewski the Board of Supervisors of Schuylkill Township APPROVED the disbursements dated October 11, 2023.

**BOARD DISCUSSION ITEMS**

**Subdivision/Land Development**

Land Development Approval – 824 and 840 Glenn Court

Mr. Boettinger explained this is a minor lot line change of 1,267 sq. ft from one lot to the other. The Township Planning Commission has reviewed and is recommending approval.

*Waiver Request of Subdivision Land Development Ordinance Section 320.18.C(1)(a): Contours and Elevations, Section 320.18.C(1)(b): Soil Types and Section 320.18.C(1)(d): Location of Existing Trees.*

Upon **MOTION** by Supervisor Cooney seconded by Supervisor Majewski the Board of Supervisors of Schuylkill Township APPROVED the waivers requested for land development of 824 and 840 Glenn Court.

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*Final Plan Approval of Minor Subdivision Plan/Lot Line Revision*

Upon **MOTION** by Supervisor Cooney seconded by Supervisor Donovan the Board of Supervisors of Schuylkill Township APPROVED final plan approval of minor subdivision plan/lot line revision of 824 and 840 Glenn Court.

**Old Business**

Discussion and Possible Motion to set Special Meeting date(s) for Fire Department Presentation and Budget.

After discussion by the Board the Fire Department budget will be discussed at the October 26, 2023 Workshop Meeting at 7 p.m.

**New Business**

Accept Resignation of Supervisor Susan Guerette effective October 11, 2023

Supervisor Cooney thanked Susan for all the years of service to the Township.

Upon **MOTION** by Supervisor Cooney seconded by Supervisor Donovan the Board of Supervisors of Schuylkill Township APPROVED the resignation of Supervisor Susan Guerette effective October 11, 2023.

Discussion and Potential Motion to Fill the Unexpired Term of Supervisor Susan Guerette.

Ms. Getz explained per the Second Class Township Code when the Board officially accepted the resignation of a board member the Board has 30 days to fill the vacancy. Supervisor Donovan suggested we table to the November 8<sup>th</sup> meeting. The Board agreed to table to November 8<sup>th</sup> meeting.

Ellen Jansen asked how someone would apply for the board vacancy. Ms. Getz explained there is no requirement to advertise the vacancy. Anyone who is interested can email her someone is interested they may email her with a letter of interest. The term would be till December 31, 2023.

Discussion and Potential Motion to Reassign Liaison Positions of Supervisor Susan Guerette.

This was tabled to the November 8<sup>th</sup> meeting.

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Discussion and Possible Motion on the Conditional Use Application CU2023-01-Provco Pinegood Phoenixville, LLC.

Supervisor Cooney mentioned this is the potential new Wawa on the corner of Rt 23 and Whitehorse Road. Mr. Brennan explained the decision to be voted on tonight is to approve the application for conditional use with the eleven conditions. He mentioned this is the beginning phase to the Land Development process.

Supervisor Donovan amended the Motion on the Conditional Use Application to a Motion to approve the Conditional Use Application CU2023-01-Provco Pinegood Phoenixville, LLC.

Upon **MOTION** by Supervisor Donovan seconded by Supervisor Majewski the Board of Supervisors of Schuylkill Township APPROVED the Conditional Use Application CU22023-01 – Provco Pinegood Phoenixville, LLC.

Ellen Jansen commented to the large sign.

Authorize Advertisement to Bid Green Light Go Traffic Signal Improvements along Pothouse Road and Whitehorse Road.

Ms. Getz explained this is our second Green Light Go grant for signal improvements and the intersection of Pothouse Road and Whitehorse Road. This is to authorize the Township to advertise for bids.

Upon **MOTION** by Supervisor Cooney seconded by Supervisor Majewski the Board of Supervisors of Schuylkill Township APPROVED advertisement to bid Green Light Go Traffic Signal Improvements along Pothouse Road and Whitehorse Road.

Authorize Advertisement for the Schuylkill Township Pollution Reduction Plan.

Ms. Getz explained that the Township has a Pollutant Reduction Plan for an impaired stream within the Township. As a result, DEP requires the Township to have a plan to reduce the siltation and other particles that get into the creek. This is an amendment to the Pollutant Reduction Plan that the Township had in place.

Ellen Jansen commented how does the Pohlig Development impact this plan. Ms. Getz said this is completely a separate unrelated matter.

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Upon **MOTION** by Supervisor Cooney seconded by Supervisor Majewski the Board of Supervisors of Schuylkill Township APPROVED advertisement of the Schuylkill Township Pollution Reduction Plan.

Authorize Advertisement to Bid the 2023-2024 Equipment Rental Contract

Ms. Getz explained this will be the second time advertising as we received no bids when first advertised.

Upon **MOTION** by Supervisor Cooney seconded by Supervisor Majewski the Board of Supervisors of Schuylkill Township APPROVED advertisement to bid the 2023-2024 Equipment Rental Contract.

Consideration of Approval to Award Bid to Cedar Springs Construction Co. Inc. up to the amount of \$448,750 for the 2023-2024 Snow Removal Services.

Ms. Getz explained this was the only bid received for our snow removal contract. The cost of the service has substantially increased. The bid is based on an estimated number of hours and this would be the maximum amount we could pay. She mentioned other townships are having difficulty finding contractors to do snow removal.

Upon **MOTION** by Supervisor Cooney seconded by Supervisor Majewski the Board of Supervisors of Schuylkill Township APPROVED awarding bid to Cedar Springs Construction Co. Inc. up to the amount of \$48,750 for the 2023-2024 Snow Removal Services.

Authorize Township Manager to Deposit the 2023 State Aid into the Schuylkill Township Non-Uniform Pension Plan and Police Pension Plan in the amounts of \$38,620 and \$142,044.53, respectively.

Ms. Getz explained this is our 2023 State Aid that we are required to deposit into the non-uniform pension plan and police pension plan.

Upon **MOTION** by Supervisor Cooney seconded by Supervisor Donovan the Board of Supervisors of Schuylkill Township APPROVED the Township Manager to Deposit the 2023 State Aid into the Schuylkill Township Non-Uniform Pension Plan and Police Pension Plan in the amounts of \$38,620 and \$142,044.53, respectively.

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Authorize Township Manager to sign Managed Services Agreement with MuniLogic in the amount of \$600.00 per month for term of three (3) years.

Ms. Getz explained this is our permit software that is used by the Zoning Officer.

Upon **MOTION** by *Supervisor Cooney* seconded by *Supervisor Donovan* the Board of Supervisors of Schuylkill Township APPROVED the Township Manager to sign Managed Services Agreement with MuniLogic in the amount of \$600.00 per month for a term of three (3) years.

Authorize Payment of \$118,775.87 to Axon Enterprises, Inc. for Police Body Cameras, In-Car Cameras, and Associated Equipment.

Upon **MOTION** by *Supervisor Cooney* seconded by *Supervisor Majewski* the Board of Supervisors of Schuylkill Township APPROVED payment of \$118,775.87 to Axon Enterprises, Inc. for police body cameras, in car cameras, and associated equipment.

### **Two-Minute Reports**

Karen Hilyard from the Environmental Advisory Council (EAC) provided an update on the tree giveaway scheduled for October 21<sup>st</sup> with a rain date October 22<sup>nd</sup>. The EAC purchased 90 trees to be given to Township residents. Pre-registration is required. Information can be found on the Township website and on Facebook.

**Supervisor Majewski** mentioned October is Domestic Violence Awareness Month. Last evening the Domestic Violence Center of Chester County held a tree lighting ceremony at the Township. She said it was very well attended. The tree was lit by the children of the woman who was murdered by Danelo Cavalcante.

**John Frye, Chief of Police** asked the Board if they had any questions on the monthly police activity report. The Board had no questions.

**Paul Boettinger, Township Engineer** mentioned on the Paul Lemen Drive project they are waiting for DOLI to complete the punch list items.

**Evan Taylor - Valley Forge Volunteer Fire Company** thanked Kim Yocom for her support with some enforcement activities from the Fire Marshall's office. Reminder of the Pancake Breakfast on November 4<sup>th</sup> at 7 a.m. He mentioned the Creek Road bridge replacement significantly augments there capabilities that has been a hazard for them for quite some time.

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**Additional Business**

Discussion on Agenda items for upcoming Workshop Meeting(s)

Ms. Getz mentioned the October Workshop will be the budget meeting.

**Announcements**

None.

**Public Comment**

Ellen Jansen thanked Ms. Getz for the email regarding leaves. She asked if any update on the Christian Conference Center and the house on the corner of Rt. 23 and Country Club Rd. She is concerned with traffic speeding on Rt. 23 and Valley Forge Rd.

Ms. Getz mentioned the email regarding leaves as a reminder to residents that the Township does not do residential leaf collection. Please do not put your leaves in the street. When you see the leaf truck it is exclusively to collect the leaves in the storm drains and not to pick up leaves that residents place in the streets.

**Adjourn**

There being no further business before the Board, the public meeting was adjourned at 8:33 PM. Upon **motion** by Supervisor Cooney, seconded by Supervisor Majewski and unanimously passed.

Respectfully submitted,



Tina Stephens  
Township Secretary