

**Newlin Township  
Board of Supervisors  
Meeting Minutes  
September 9, 2024**

**Call to Order:** The Board of Supervisors' monthly meeting convened at 7:30 p.m. on Monday, September 9, 2024, at the Township Garage located at 1751 Embreeville Road. Present were Supervisors Bill Kelsall (Chair), Bob Pearson and Secretary/Treasurer Gail Abel. Vice-Chair Jim Cornell was unable to attend.

**Announcements:** Mr. Kelsall also announced that EPA had advised that they were not able to attend tonight's meeting. They had hoped to be able to present information about the short-term measures for residents with water above EPA's safety limits for PFAS, but they are still working out the details. EPA will contact the affected residents individually and provide them with their data and next steps. He added that if anyone has immediate concerns, they should feel free to contact Mr. Greaves directly.

**Comments:** Jack Law brought up again the ReadyChesco alert system through Chester County. Mr. Pearson confirmed the Supervisors are looking into this service.

**Minutes for Approval:** Minutes were tabled.

**Financial Report:** Ms. Abel presented the monthly Financial Report: As of August 31, 2024, the Township had \$668,472.47 on deposit, including \$322,608.18 in general and unrestricted funds. Overall, this represents a net increase of \$6,918.24 since July 31, 2024. Mr. Pearson's motion to accept the Financial Report was seconded by Mr. Kelsall and unanimously approved.

**Bill Payment Authorization:** Ms. Abel presented a list of pending bills, invoices, and other recurring/routine payments totaling \$17,901.99 (all from the General Fund Account) and requested payment authorization. Mr. Pearson's motion to approve the requested payments was seconded by Mr. Kelsall and unanimously approved.

**Part-Time Secretary/Treasurer:** Mr. Kelsall advised that the Supervisors had searched for a part-time Secretary/Treasurer, due to concerns that normal Township operations could be disrupted if anything should happen unexpectedly to Secretary/Treasurer Gail Abel, and that they had found a woman talented and well-suited for the position: Melissa Ortega, who is the township manager at Franklin Township. Mr. Pearson noted that Ms. Abel endorses this selection. Mr. Pearson's motion to officially hire Melissa Ortega as part-time Assistant Secretary/Treasurer was seconded by Mr. Kelsall and unanimously approved.

**Document Destruction Resolution 2024-04:** Mr. Kelsall announced that the township has old, unnecessary documents in storage, totaling 68 boxes dated 1961 through 2015. Mr. Pearson's motion to approve Document Destruction Resolution 2024-04 was seconded by Mr. Kelsall and unanimously approved. Erica Lee inquired if these boxes have information pertaining to the Strasburg Landfill. Ms. Abel confirmed that she had personally gone through the boxes selected for destruction and that Strasburg Landfill documents are not included in those boxes. She noted that the Township maintains a file drawer designated just for Landfill documents as permanent records.

**Open Records Resolution 2024-05:** Mr. Kelsall advised that the Township Solicitor has recommended a few changes needed to the Township's Right to Know Resolution. Mr. Pearson's motion to approve Resolution 2024-05, amending Newlin Township previous Right to Know Resolution, was seconded by Mr. Kelsall and unanimously approved.

**Snow Removal Advertisement Approval for 2024-2025 Winter Season:** Mr. Pearson advised that the township needed to advertise for snow removal for the 2024-2025 season, with bids to be opened at the Board's October meeting. Mr. Pearson's motion to approve such advertisement was seconded by Mr. Kelsall and unanimously approved.

**Road Master Update:** Mr. Pearson commented that the bank mowing is done, and that the requested speed limit sign on Warpath Road has been installed. He noted that the Marlboro Springs Road project is still on the list, but that the Township is still awaiting FEMA funds relating to Hurricane Ida. Erin Finnerty inquired if there are any updates from PECO. Ms. Abel commented that there has been no update from PECO since their previous announcement for upgrades that will take place in 2025. Mrs. Finnerty also inquired about the potholes on Brandywine Creek Road.

Erica Lee inquired if there are any updates about Harveys Bridge. Mr. Pearson gave a brief recap (including the County's agreement to raise the road elevation near the bridge at their expense). He noted that it will be at least a year before we see any architectural renderings and there will be plenty of notice on any road closure.

Mr. Pearson asked that no one forget that this week is the anniversary of September 11<sup>th</sup>.

**Adjournment:** Upon Mr. Pearson's motion, seconded by Mr. Kelsall, the meeting was adjourned.

Time: 8:00 pm  
Respectfully Submitted,  
Gail Abel, Secretary



A handwritten signature in cursive script, appearing to read "Gail Abel", is written over a faint circular official seal of the township.