

**Newlin Township
Board of Supervisors
Meeting Minutes
April 13, 2020**

Call to Order: The Board of Supervisors' monthly meeting convened at 8:00 p.m. on Monday, April 13, 2020, via teleconference. Present were Supervisors Bill Kelsall (Chair), Bob Pearson and Jim Cornell, and Secretary/Treasurer Gail Abel. At least two other Newlin Township residents also joined the teleconference.

Announcements: Bill Kelsall advised that the Supervisors held executive sessions on April 6th and April 8th via teleconference to discuss real estate matters.

Comments: No public comments

Minutes: Gail Abel presented the minutes of the Supervisors' March 9, 2020 monthly meeting. Mr. Pearson's motion to approve those minutes was seconded by Jim Cornell and unanimously approved.

Financial Report: Ms. Abel presented the monthly Financial Report. As of March 31, 2020, the Township had \$1,912,697.75 on deposit, including \$1,567,017.50 in general and unrestricted funds. Overall, this represented a net increase of \$81,794.11 since February 29, 2020. Bob Pearson's motion to approve the financial report was seconded by Jim Cornell and unanimously approved.

Payment Authorization: The Treasurer presented a list of pending bills, invoices and other recurring/routine payments totaling \$42,363.48, and requested payment authorization. She confirmed that the amount of all items listed were within the 2020 Budget. After discussion, Mr. Pearson's motion to authorize payment of the listed items was seconded by Mr. Cornell and unanimously approved.

Declaration of Disaster Emergency COVID-19: Mr. Kelsall advised that due to the COVID-19 pandemic, he had issued a Declaration of Disaster Emergency on March 20, 2020, and requested ratification of the Declaration in accordance with the Second Class Township Code. Ms. Abel presented a draft of Resolution 2020-02, setting forth both the requested ratification and procedures and policies for the conduct of public meetings while the Declaration remains in effect. Mr. Pearson's motion to adopt Resolution 2020-02 in the form presented to the Board, and to attach such Resolution as Exhibit A to the Minutes of this meeting, was seconded by Mr. Cornell and unanimously approved.

Clouser Environmental-Project change order/addendum for Kelsall Road stream crossing replacement: Mr. Pearson presented a Project Change Order/Addendum directing Clouser Environmental, LLC to perform additional grading on the Kelsall Road project (as required by Natural Lands in connection with its review of applicable easement documents), at an incremental cost of \$2,400. Mr. Pearson's motion to for authorization to sign the Project Change Order/Addendum was seconded by Mr. Cornell and unanimously approved.

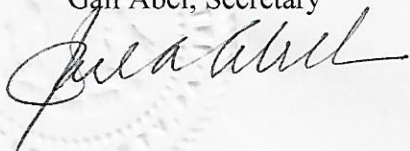
Annual Road Bids: Mr. Pearson announced that the Township's invitation for annual bids should be published soon for bid letting at the Supervisors' May 11th meeting. He noted that these annual bids are for materials and equipment used for various road projects and maintenance throughout the year. Mr. Pearson's motion to advertise the annual bids in the Daily Local News was seconded by Mr. Kelsall and unanimously approved.

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

Time: 8:10pm

Respectfully Submitted,

Gail Abel, Secretary

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

NEWLIN TOWNSHIP
CHESTER COUNTY, PA
RESOLUTION NO. 2020-02

**RESOLUTION TO RATIFY ACTION TAKEN DURING THE STATE OF
EMERGENCY AS DECLARED BY THE TOWNSHIP AND TO ADOPT
PROCEDURES AND POLICIES FOR CONDUCTING OF PUBLIC
MEETINGS DURING SUCH STATE OF EMERGENCY.**

WHEREAS, on or about March 15, 2020, Coronavirus COVID-19 threatened to cause injury, damage and suffering to the persons and property of the Township and the entirety of Chester County;

WHEREAS, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. §7501), as amended, the Township proclaimed the existence of a disaster emergency in the Township;

WHEREAS, the Township's Declaration of Disaster Emergency was issued on March 20, 2020 and was effective immediately and to remain in effect until further notice;

WHEREAS, pursuant to such Declaration of Disaster Emergency the Township Emergency Management Coordinator was directed to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency;

WHEREAS, the Township also determined to cancel certain public meetings and to restrict public access to Township buildings in order to comply with health safety advisories issued by the Commonwealth of Pennsylvania and the County of Chester.

NOW THEREFORE it is hereby resolved by the Board of Supervisors that the following actions are hereby adopted, ratified and/or consented to by the Board of Supervisors as follows:

1. The Declaration of Disaster Emergency dated March 20, 2020 is ratified by the Board of Supervisors and shall remain in effect until further declaration or resolution of the Board of Supervisors.
2. The procedures and protocols for conducting public meetings during the declared state of emergency shall be posted on the Township's website.
3. The following additional actions are hereby ratified and acknowledged:

- a. the Township Maintenance Garage was closed to the public on March 13, 2020 and shall remain closed until further declaration or action of the Board of Supervisors;
- b. The Planning Commission meeting scheduled for March 25, 2020 was cancelled and the Open Space Committee meeting scheduled for April 1, 2020 was cancelled.
- c. The Board of Supervisors conducted a virtual public meeting on April 13, 2020 and the Planning Commission is scheduled to conduct its monthly meeting for April in the same manner. All other Township meetings scheduled for April are cancelled.
- d. all questions related to public meetings, public participation in such meetings, conducting of township business, building inspections and applications for new building permits should continue to be directed to the email of info@newlintownship.org and by regularly checking the Township's website at www.newlintownship.org

RESOLVED and ADOPTED on the 13th day of April, 2020.

ATTEST:



Gail Abel, Secretary

