

# Charlestown Township Newsletter

Winter 2025 Newsletter

[www.charlestown.pa.us](http://www.charlestown.pa.us)

Published by the Board of Supervisors

11 General Warren Blvd. Suite 1, Malvern, PA 19355 - (610) 240-0326

Township Hours: 9:00 a.m. – 3:00 p.m. Monday - Friday



## BOARD OF SUPERVISORS

Kevin R. Kuhn, Chairman  
Charles A. Philips, Vice Chair  
Maddy Carlson, Member  
Louis P. Rubinfeld, Member  
Hugh D. Willig, Member

## TOWNSHIP MANAGER

Christopher W. Heleniak

## MONTHLY MEETINGS

### Supervisors

1<sup>ST</sup> Monday @ 7:00 p.m.

### Environmental

#### Advisory Committee

2<sup>nd</sup> Monday @ 7:00 p.m.

### Planning Commission

2<sup>nd</sup> Tuesday @ 7:00 p.m.

### Historical Commission

Semi-monthly meeting  
3<sup>rd</sup> Wednesday @ 1:00 p.m.

### Parks & Recreation

3<sup>rd</sup> Thursday @ 7:00 p.m.

Meetings are held at the Township office,  
11 General Warren Blvd. Suite 1, Malvern

## Welcome to Our New Supervisor

Following the resignation of Supervisor Frank Piliero, on February 3 the Board appointed Madeleine Carlson to fill the vacant term until the next general election cycle in November 2025.

Madeleine has a master's degree in public administration and a law degree. She was a long-time executive in the pharmaceutical industry as well as an adjunct professor of FDA regulations at Temple University.

Madeleine is an Air Force veteran and has served as a volunteer on Chester County committees for aging services and veterans' affairs. An 8 year resident of Charlestown Township, Madeleine is grateful for the opportunity to serve the community.



At right: Supervisor Maddy Carlson

## Which Roads in Charlestown are State Roads?

For Snow Removal and other Maintenance Issues on State Roads listed below, call PennDOT at 484-340-3200 or put in a report on line by using this link:

<https://customercare.penndot.pa.gov/eCCC/eCCC.nsf>

Bodine Road between Foster & Seven Oaks Charlestown Road Church Road Coldstream Road Conestoga Rd (Rt. 401)	Foster Road Hollow Road Merlin Road Morehall Rd (Rt. 29) Newcomen Road Phoenixville Pike	Pickering Dam Road Pikeland Road Seven Oaks Road State Road (Rt. 29) Valley Hill Rd (East of Rt. 401)	Whitehorse Road Yellow Springs Road (north of Hollow Rd) Yellow Springs Rd (east of Morehall/Rt. 29)
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# The EAC Adopts Charlestown Road

- by Dan Walker, Environmental Advisory Committee

In the summer of 2023, the Charlestown Township EAC decided to participate in the Pennsylvania Adopt-a-Highway program by adopting the township's namesake road, Charlestown Road. This road was the most littered road in the township, and with some traffic control help, a road cleanup was possible. The Charlestown Township EAC is now responsible for a bi-annual cleanup along Charlestown Road, from the Charlestown Mill, going southeast to the intersection with PA-29/Phoenixville Pike, approximately 2 miles. The state has installed the Adopt-a-Highway signs at each end of the adopted section of road.



So far, three (3) cleanups have been performed, first in the fall of 2023, and then in the spring and fall of 2024, all starting early on a Saturday morning. A traffic control contractor has been utilized for each of the cleanups, moving in unison as the volunteers progress down the road. The first cleanup was difficult, requiring the collection of trash from years of disregard. About 40 bags of trash were collected, along with many larger items, including car parts and tires, and only covered 75% of the adopted route, cut short by time and exhaustion. The subsequent cleanups have been much easier and faster. The most recent cleanup collected about 25 bags of trash, only a few oversized items, and covered the entire route in less than 2 hours.

Over a year and a half, in this 2-mile section of highly littered road, members of the EAC along with community members and members of the GVSD Ecology Club have united to collect over 80 bags of trash and countless larger environmentally toxic items. Our volunteer group has been small for this monumental undertaking, and the EAC is always looking for more volunteers to make the job easier and faster. The EAC posts notifications in all of our available social media outlets, through contacts in other

volunteer organizations, and through the township website. Future Charlestown Road cleanups will be in April and October of each year. The tentative next date is Saturday April 5<sup>th</sup>, 2025.

**To the drivers** who have encountered our cleanups and had to follow the direction of the traffic control contractor, thank you for your patience.

**To the volunteers** who have made our cleanups successful, we send our deepest gratitude, and we hope you will continue to work with us, and persuade your neighbors to help.

## Yard Waste Disposal Drop-Off Site

Our neighbors at the Borough of Phoenixville continue to offer Charlestown residents access to their yard waste drop off site at 18 South 2<sup>nd</sup> Avenue in Phoenixville. The site is open Monday through Friday from 7 a.m. – 3 p.m. year round and on Saturdays from April 1 to mid-October from 7:00 a.m. – 3 p.m. There's a small drop off fee.

They also sell the following materials at the Yard: Compost, Leaf Compost, Mulch, Fine Mulch, and Hardwood Mulch (brown).

Residents of Schuylkill Township and Charlestown Township are entitled to 3 yards of free mulch. To receive the free mulch, residents must come and collect it from the Compost Site during operating hours.

## Useful Contacts for your Reference

Pennsylvania State Police (610) 486-6280

PennDOT Maintenance for State Roads (484) 340-3200

County Real Estate Taxes: Chester County Treasurer (610) 344-6370

For Township & School District Real Estate Taxes: Keystone Collections (724) 978-0300

For Earned Income & Local Services Taxes: Keystone Collections (866) 539-1100

SPCA (610) 692-6113

## Tax Information for 2025



Real Estate Taxes: The millage rate for real estate taxes is .75 (3/4) mills, unchanged for 19 years.

Your real estate taxes for 2025 will be collected by the Keystone Collections Group. Tax bills are mailed the week of February 1<sup>st</sup> to the property owner's address of record. For questions, call 888-539-1100.

Earned Income Tax and Local Services Tax: Both are collected by the Keystone Collections Group. Charlestown Township's Earned Income Tax is 1% for residents. The rate for non-residents is ½%.

The Local Services Tax is \$52.00 per year, deducted by your Charlestown Township employer. Persons earning under \$12,000 per year are exempt from this tax.

Forms & instructions for EIT and LST taxes, including e-filing, can be found at: [www.keystonecollects.com](http://www.keystonecollects.com)

## Earned Income Tax Return

### Due April 15th

The 2024 local earned income tax return filing deadline is approaching. E-filing is available through the Keystone Collections Group's website at:

[www.keystonecollects.com](http://www.keystonecollects.com)

E-filing is the easy, fast and secure way to file your 2023 tax return. You will need your W-2, your Social Security Number and any other income documents that may apply (such as a PA-UE or a Schedule C).

You can also access Frequently Asked Questions or email your questions 24/7 to [Taxpayer Support](#). Taxpayer Service Agents try to respond to all online inquiries within three business days.

Keystone's **Taxpayer Helpline is available** at 1-888-539-1100 to speak with a local, knowledgeable Taxpayer Service Agent.

## Introducing MyRec for Reserving Pavilions at Charlestown Park

Due to the large number of pavilion reservations made each season, we've set up a new reservation system that can be used 24-7. It allows you to check availability and make a reservation using a credit card or ACH payment. An instruction guide is posted on our website and facebook page. To make pavilion reservations, go to:

<https://charlestownpa.myrec.com/info/default.aspx>

## How Your Township Communicates with You



We're here to listen and learn! Following are the key methods we use to inform our residents and businesses. We encourage you to contact us with any questions, issues, or concerns.

**Newsletters:** The Board of Supervisors published four newsletters mailed to all households and businesses in the Township. The newsletter is also online where you can click on the various web links for more info.

**Annual Report:** First developed for 2014, the Board intends to continue publishing an annual report to inform its residents and businesses of notable events and accomplishments in the prior year. Limited numbers are available at the Township office

at no charge.

**Facebook:** The Parks & Recreation Board continued its presence on Facebook to organize and promote recreational activities available in the Township and to feature its annual Charlestown Community Day event. A Social Media policy was adopted by the Board in 2016 and remains in effect.

**Website:** Improvements and updates continued weekly to the [www.charlestown.pa.us](http://www.charlestown.pa.us) site and subscribers received a weekly update of new posts. Special notices and items of interest were emailed to subscribers as needed. PDF-fillable building permit applications and a variety of associated forms were updated.

**Meetings:** The Township follows the Sunshine Rules under Act 65, posting all agendas at least 24 hours prior to any meeting, and adding new matters only after a vote to do so by the Board or Commission is taken, followed by a posting of the revised agenda. An annual Public Participation Policy is adopted by Resolution each January.

## Preliminary Master Plan for Swiss Pines

The creation of a preliminary master plan for Swiss Pines is underway. In 2024, the Supervisors approved a proposal from Thomas Comitta Associates to create the Plan over a six-eight month period.

A subcommittee was created, composed of members Cordelia Kane from Parks & Rec, Township Engineer Dan Wright, Dan Walker representing both the Planning Commission and EAC, and Supervisors Charlie Philips and Kevin

Kuhn. For the 17 acre Gardens, the Supervisors added Rosemary Philips and Nancy Long from the HARB with consulting from Carol Quigley. Staff planner Mike Allen is also being consulted.

Several meetings of the committee have been held, and a presentation of the plan is slated to take place this spring at one of the Board of Supervisors' meetings. Check our website for upcoming meeting agendas!

*At right: the Llewellen mansion at Swiss Pines*



## Dog Licensing in PA



All dogs three months or older must be licensed by Jan. 1 of each year. Violators can be cited by the State with a maximum fine of \$500 per violation, plus court costs.

An annual license is \$8.70 and a lifetime license is \$52.70. If the animal is spayed or neutered, the annual fee is \$6.70 and lifetime is \$36.70. Discounts are available to older adults and people with disabilities.

The small license fee helps protect the millions of dogs in the state by funding the Pennsylvania Department of Agriculture Bureau of Dog Law Enforcement.

**Dog licenses are available from the Chester County Treasurer's office. You can also apply online at: <https://www.padoglicense.com/>**

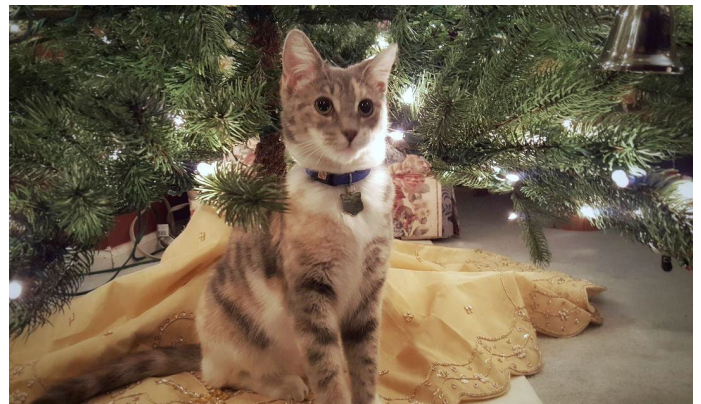
Reasons for dog licensing:

- **It's the law.** All dogs three months and older must have a current license.
- **If your dog gets lost, a license is the best way to get him back.** A license helps animal control and shelters identify your dog and get him back home safely.
- **The cost of a license is less than the penalty for being caught without one.** Owners who fail to license their dogs could face a fine of up to \$500 for each unlicensed dog.
- **License fees support animal control.** The annual fee you pay to license your dog helps keep shelters running and supports the work of the Bureau of Dog Law Enforcement, which is responsible for ensuring the welfare of dogs, regulating dangerous dogs and overseeing annual licensing and rabies vaccinations.

### Another Tip to Keep your Pets Safe:

Although "chipping" cats and dogs is a great way to identify a lost pet, keep in mind that some of your neighbors may not know how they work, especially if they are not pet owners themselves. They may not know they can take a found animal to a vet or shelter with a chip reader that will identify your pet so they can contact you.

It's always best to keep a physical collar and tag on your dog or cat even if they are indoors. Breakaway safety collars are available if that's a concern. If a collarless cat is seen outside, it may be considered a stray instead of receiving friendly help from a neighbor.



*Above: Originally a stray, this indoor cat is proudly wearing her collar & i.d. tag in her new home.*

# HOW DO I DISPOSE OF \_\_\_\_?

(Fill in the blank)

By Patti Lynn, Recycling Resources Manager, CCSWA



At the Chester County Solid Waste Authority (CCSWA), we get hundreds of inquiries each year that begin with those words. Some of the unusual things people have asked us about include:

Credit cards, water filters, taxidermy, and plastic soda rings. (These can all go in trash; NOT for recycling collection.)

- And what about road flares, pepper spray, and nail polish remover? (For these, you should register for a Household Hazardous Waste event.)

Are you confused about how to recycle right? Watch our video [here](#).

Why is this important? Mostly because it demonstrates the Chester County public is concerned about solid waste generation and disposal. Chester County's population is *growing*, and *everyone* creates trash for our two landfills. Can something be repaired, donated or reused? Can the item be recycled somewhere other than your convenient curbside or drop off system?



The CCSWA operates the Lanchester Landfill and Reclamation Center (LLARC) for the northern county region. Our [website](#), offers guidance for disposal of many products with our A-Z list, composting resources, curbside and drop off recycling, donations, hazardous waste, electronics, light bulbs, and batteries. There are a few videos you can watch, too.

The Southeastern Chester County Refuse Authority operates the SECCRA Landfill for the southern region. See their website [here](#).

Both landfills offer ways to contact them for more specific guidance depending on where you live.

## Thanks for being Trash Smart!

**CHARLESTOWN TOWNSHIP  
2024 ANNUAL REPORT**

**ACCOMPLISHMENTS & NOTABLE EVENTS  
11<sup>th</sup> Edition**



*Published by the Board of Supervisors*

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Kevin R. Kuhn, Member  
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## 2024 Annual Report Available Now

The Board of Supervisors has published its 11<sup>th</sup> Annual Report outlining the accomplishments of the various boards, commissions, committees, and personnel for the previous year along with details and statistics about Charlestown.

The report is a summary of the municipal activity occurring in the Township during 2024. Its purpose is to highlight Township accomplishments and noteworthy events during the past year.

The details of the monthly business of the Board of Supervisors, its appointed boards, commissions and committees, and the daily activities of the Township staff can be examined through the meeting minutes, annual budget, financial statements, codes and permit reports, subdivision & land development files, monthly financial reports and numerous other records available on our website at [www.charlestown.pa.us](http://www.charlestown.pa.us).

The full report is available to you on the Township Website or upon request to the Township Office. Visit [www.charlestown.pa.us](http://www.charlestown.pa.us)

## 2025 Household Hazardous Waste Events Schedule to be Available in March

Before our next newsletter is issued in April, it will be time to plan your visit to one of the 2025 hazardous waste events.

Charlestown Township plans to participate in the 2025 Chester County Hazardous Household Waste Event Program. The schedule is not yet available, but typically begins with dates in April and May. This service is for residential only – businesses and contractors will be turned away.



Plan now to bring unwanted hazardous household, automotive products, home maintenance, lawn and pest control products to the next Collection event. You must register online for an appointment time.

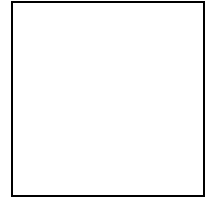
The schedule, when ready, will be posted on our website and will be available on the county's site here:  
[Household Hazardous Waste | Chester County Solid Waste Authority, PA \(chestercountyswa.org\)](http://www.chestercountyswa.org/120/HHW-Collection-Material-List)

For a list of items Accepted and Not Accepted, go to:  
<https://www.chestercountyswa.org/120/HHW-Collection-Material-List>



Latex Paint is Not Hazardous! It can be disposed of in your regular trash after being dried out.

**Charlestown Township**  
**11 General Warren Blvd. Suite 1**  
**Malvern, PA 19355**



### *Charlestown Township Meeting Schedule 2025*

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Board of Supervisors</b> <b>1<sup>st</sup> Mon. 7:00 p.m.</b>	6	3	3	7	5	2	7	4	2 *	6	3	1
<b>Planning Commission</b> <b>2<sup>nd</sup> Tues. 7:00 p.m.</b>	14	11	11	8	13	10	8	12	9	14	11	9
<b>Environmental Advisory</b> <b>Committee 2<sup>nd</sup> Mon. 7:00</b> <b>p.m.</b>	13	10	10	14	12	9	14	11	8	13	10	8
<b>Historical Commission</b> <b>3<sup>rd</sup> Wed. 1:00 p.m.</b>	15	None	19	None	21	None	16	None	17	None	19	None
<b>Parks &amp; Recreation</b> <b>3<sup>rd</sup> Thurs. 7:00 p.m.</b>	16	20	20	17	15	19	17	21	18	16	20	18

\* Meeting to be held on a day other than the usual meeting day. Meeting dates, times and locations are subject to change. All meetings are posted on our website at [www.charlestown.pa.us](http://www.charlestown.pa.us) Additional meetings are scheduled as needed. Call the Township Office if you'd like to confirm a particular meeting. (610) 240-0326.