

## MINUTES FOR NOVEMBER 7, 2018

The regular monthly meeting of the Valley Township Board of Supervisors was held on Wednesday, November 7, 2018, at 7:30 p.m. at the Township Municipal Building, 890 West Lincoln Highway, Coatesville, PA.

The meeting was called to order by Chairwoman Patrice Proctor at 7:50 p.m. Those in attendance were Supervisors Kathy O'Doherty, William Handy, Sr., Joe Sciandra, and Patrice Proctor. Supervisor Christopher Lehenky was absent. Also in attendance were Frank Williamson, Jr., Interim Township Manager (Arro Consulting); Edward F. Rasiul of Pennoni Associates, Inc. (Township Engineer) and Amanda Sundquist, Esquire, of Unruh, Turner, Burke & Frees (Township Solicitor). The Board of Supervisors met in executive session prior to this evening's meeting at 6:30 p.m. to discuss personnel issues.

### **CITIZENS COMMENTS ON THE AGENDA:**

None.

**Mr. Sciandra made a motion to take the agenda out of order. Mr. Handy seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

### **BOARD GENERAL COMMENTS:**

Ms. Proctor advised that the Office and Public Works Department are closed on Monday, November 12, 2018, for Veteran's Day. The annual Holiday Children's Party will be held on Saturday, December 8, 2018 at Rainbow Elementary School from noon to 2:00 p.m. Tickets for the event will be available at the Township Building starting on Monday, November 26. Ms. Proctor also reviewed the trash and recycle collection schedule for the Thanksgiving Day and Day After Thanksgiving Day Holiday.

### **SOLICITOR'S REPORT:**

Attorney Sundquist reported on the following:

- Ms. Sundquist reported that her firm as assisted the Township with personnel issues and right to know request responses.
- Ms. Sundquist reported that her firm has reviewed various contracts for the township.
- Ms. Sundquist reported that her firm is working on outstanding developer issues.

Discussion/consideration to render a decision relative to the Pilquist Enterprises (d/b/a NaturalLawn of America) conditional use application – Ms. Sundquist introduced a proposed decision for the Board's consideration for the application of Pilquist Enterprises to use the property located at 735 Fox Chase, Suite 108, Coatesville, PA (parcel 38-2-385) to operate a residential organic-based lawn care company in the existing building by conditional use under §§208.4.A. & 208.4.C. of the Valley Township Zoning Ordinance subject to the following conditions:

1. Prior to, and as a condition of, issuance of occupancy permits, the Applicant shall provide a safety and emergency plan summary, indicating process and procedure for safe handling of materials, and response protocol for releases or spills of any chemical or other substance, for both interior and exterior areas. This plan summary shall be in a form acceptable to the Township Engineer, and shall be considered an integral and incorporated part of any use and occupancy permit.
2. Prior to, and as a condition of, issuance of occupancy permits, the Applicant shall designate vehicle parking for employees and contractors, differentiating standard warehouse / office parking from parking areas for commercial service vehicles.
3. Washing of vehicles in the parking area shall be permitted subject to the following requirements:
  - A. Before all washes, there shall be a visual inspection of all tanks, etc. on the vehicles for proper closures and integrity;
  - B. The vehicle washing area shall be limited to a specific location on the site, identified, reviewed and approved by the township engineer as part of the permitting process; and
  - C. Water Quality Filter Inserts shall be installed at all impacted inlets to prevent sediment and nutrients from impacting SWM basins. The location and type of inserts shall be submitted for review and approval by the township engineer; a maintenance and cleaning plan for the filter inserts shall be submitted for review and approval as well, and adherence to this plan, as approved by the township engineer, shall be a continuing condition of all use and occupancy permits.
4. The Applicant shall comply with all other Township Ordinance requirements, and obtain all necessary building or occupancy permits for the development.
5. The Applicant shall reimburse the Township for all outstanding fees and charges incurred by the Township in processing and considering the Conditional Use Application, including but not limited to legal, engineering, and consulting review fees.
6. The proposed use, and intensity thereof, shall be consistent with the testimony and evidence provided at the Conditional Use Hearing of October 16<sup>th</sup>, 2018.

**Mr. Sciandra made a motion to approve the conditional approval of the Pilquist Enterprises Conditional Use Hearing as read by Solicitor Sundquist. Ms. O’Doherty seconded the motion.**  
Question: Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**ENGINEER’S REPORT:**

Mr. Rasiul reviewed and submitted the engineer report which is on file at the Township Office.

**MANAGER’S REPORT:**

Discussion/consideration to make conditional offer for Township Manager – Mr. Williamson advised that the manager candidate has agreed to the terms in an offer letter prepared by the Township Solicitor. **Mr. Sciandra made a motion to extend a job offer to Carol Lewis for the position of Township Manager contingent upon the successful completion of a background check, physical and drug screening, with a tentative start date of December 10, 2018. Mr. Handy seconded the motion.** Question: Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to proceed with Recodification of Ordinances with General Code – Mr. Williamson reviewed that it has been a while since the Township’s ordinances were codified. General Code, who purchased Penns Valley Publishers – who did the last codification, has access to all ordinances as of 2005 and others adopted since that time have been pulled together. The estimated total cost for the project, based on the ordinances that have been pulled to date, is \$15,274.00. There was \$18,000 budgeted in 2018 to begin the recodification process. If approved this evening, a 20% payment of \$2,074.80 would be paid in 2018 and the balance would be budgeted in 2019. The project cost of \$15,274.00 includes the editorial and legal analysis and two additional hard copy binders in addition to the five that is included in their base amount. It was noted that General Code is on the State Contract under CoStar vendor #364077. **Ms. O’Doherty made a motion to approve the recodification of the Township’s ordinance with General Code in the amount of \$15,274.00 with \$2,074.80 being paid in 2018 and the balance in 2019. Mr. Sciandra seconded the motion.** Question: Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**OLD BUSINESS:**

Discussion/consideration regarding Buckthorn Drive Road Closure Alternatives – It was reviewed that Pennoni Associates had provided the Township with several alternatives. It was determined that the preferred alternative was to install a two-way double door swinging gate across the entire width of Buckthorn Drive immediately north of Tuxford Lane. The swing gate would be hinged to posts on either side of the road and connected via lock in the middle of the road. This lock would be removable by only Township staff of emergency services. The alternative would thereby provide viable emergency access along the entire length of Buckthorn Drive. It is also anticipated to be a substantially adequate barrier to prevent thru traffic and tampering. Mr. Williamson noted that a cost estimate is being obtained from the Township Engineer for the gates.

Mr. Sensing, Robinson Avenue, noted that a chain is currently down at the cul de sac. It was noted that the HOA will be notified.

Amanda Brittan, 390 Larose Drive, expressed her concerns regarding emergency vehicles and buses being able to get through.

Barry Shupe, 60 Robinson Avenue, inquired about why is the Township considering closing it off. Mr. Sciandra advised that Robinson and Oaklyn were never designed to handle the traffic it has now. He noted that it is not wide enough for two cars to pass and that widening the roads is not an option. Mr. Shupe advised that it would help if the trees were cut back at Robinson Avenue and Airport Road. Mr. Sciandra stated it would be looked into but advised that Airport Road is a PennDOT road.

Mr. Sciandra further stated that efforts are being made for a left turn advance signal at Route 30 (West Lincoln Highway) and Airport Road which should help east-bound traffic coming out of Roundhill.

Theresa Smith, 50 Robinson Avenue, commented on the impact of Valley Suburban when it is built out.

The Board noted that no formal decision would be made until the quotes are received for the two-way double swinging gate and installation. It was noted that the topic would be placed on the December 4, 2018 meeting agenda.

Judith and David Berkheimer, 105 Robinson Avenue, thanked the Board of Supervisors for taking action.

Discussion/consideration for final plan approval for Valley Suburban Center – Paul Lepard of Nave Newell reviewed the proposed Valley Suburban Center plan. He noted that the conditional use goes back to 2002 and the 62.90 acres consists of re-subdividing the three parcels into three lots and to construct a total of 290 dwelling units (98 townhouse units and eight multi-family structures containing 192 dwelling units) and 54,000 square feet (five buildings) of commercial space. Development of the townhouse complex is proposed to occur in two phases, beginning with construction of the southernmost 63 townhouse units and construction of the sanitary pump station, Walter Johnson Boulevard, Walcott Drive, and the entirety of Prescott Road to tie into Airport Road. The second phase of construction will complete the remaining 35 townhouse units. Mr. Lepard noted that the townhouses will have all front-entry garages and room for two cars in the driveway and one in the garage. The open space remains the same as originally proposed. He also noted that there is one-half space per unit of off street parking. Mr. Lepard noted that all supporting infrastructure will be going in upfront. Sidewalk installation was reviewed. It was also noted that stormwater addressed the new design standards in the new Stormwater Ordinance.

Rob Lewis of Kaplin Steward Meloff Reiter & Stein PC, representing the developer, advised that declaration of easements and declaration of community (HOA) were submitted to Mr. Jarvis and subsequently Unruh Turner Burke and Frees for review and noted that they had addressed items in Pennoni's latest review letter.

After addressing some additional questions from the Board of Supervisors, it was noted that the current time extension for the plan expires on December 4, 2018. **Mr. Sciandra made a motion to table any decision regarding final plan approval for Valley Suburban Center. Ms. O'Doherty seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

At this time, Ms. Sundquist and Mr. Rasiul departed the meeting.

Discussion/consideration to approve the 2019 Holiday Trash/Recycle Collection Schedule – The proposed 2019 holiday trash and recycle collection schedule was presented:

<i>Holiday</i>	<i>Observed Holiday Date</i>	<i>Trash Collection</i>	<i>Recycle Collection</i>
New Year's Day	Tuesday, January 1	January 2	January 2
Martin Luther King Day	Monday, January 21	January 22	---
Presidents' Day	Monday, February 18	February 19	---
Memorial Day	Monday, May 27	May 28	---
Independence Day	Thursday, July 4	July 5	July 5
Labor Day	Monday, September 2	September 3	---
Veterans' Day	Monday, November 11	November 12	---
Thanksgiving Day	Thursday, November 28	November 29	November 29
Day After Thanksgiving	Friday, November 29	November 29	December 2
Christmas	Wednesday, December 25	December 26	December 26
<i>Road crew will work Day After Thanksgiving Holiday (Friday, November 29); double -trash collection route &amp; Thursday's recycle will be collected; Friday's recycle collection will be collected on Monday, December 2</i>			

**Mr. Handy made a motion to adopt the 2019 Holiday Trash and Recycle Collection Schedule as presented. Ms. O'Doherty seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to set Christmas Tree Pickup – **Ms. Sciandra made a motion to set the 2019 Christmas Tree Pickup dates as January 7, 14, and 28, 2019. Mr. Handy seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to extend the contract with Hill International to December 10, 2018 – **Mr. Sciandra made a motion to extend the contract with Hill International to December 10, 2018, for four-days a week at a cost of \$17,880 per month. Mr. Handy seconded the motion.** Question: Ms. O'Doherty – nay; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**NEW BUSINESS:**

Discussion/consideration to approve annual Pump Station contract with M&S Service Company, Inc. in the amount of \$4,467.00 – **Mr. Sciandra made a motion to approve the annual Pump Station contract with M&S Service Company, Inc. in the amount of \$4,467.00. Ms. O'Doherty seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to approve annual iControl Service contract with M&S Service Company, Inc. in the amount of \$3,929.00 – **Mr. Handy made a motion to approve the annual iControl Service Contract with M&S Service Company, Inc. in the amount of \$3,929.00. Mr. Sciandra seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration regarding W.J. Strickler proposal for digital sign for new township building – **Mr. Handy made a motion to approve W.J. Strickler's proposal to install a 10 mm digital sign at a price of \$81,091.00 plus \$450 for the engineer stamp. Ms. O'Doherty seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to consider Tanner Furniture's proposal for furniture for the new Township Building – It was noted that Tanner Furniture's proposal was received this morning. In the first review through their proposal, for \$101,873.73, it was noted that furniture was included for the Admin Storage Room which should not be needed and that two options were provided for the two tables in the public meeting to be set on each side of the dias – one proposal included the tables to be in laminate; the other proposal was for the tables to be mill worked to match the dias. It was noted that HON would increasing their prices on November 15. **Ms. O'Doherty made a motion to accept Tanner Furniture's proposal (CoStar vendor, State Contract #035-025) for furniture up to a price of \$110,000.00. Mr. Sciandra seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**APPROVAL OF MINUTES:**

**Mr. Handy made a motion to approve the minutes of the October 16, 2018, meeting. Mr. Sciandra seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**MOTION TO PAY BILLS:**

**Mr. Sciandra made a motion to pay bills as presented. Ms. O'Doherty seconded the motion.** Question: Ms. O'Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**CITIZENS COMMENTS:**

None

There being no further business, the meeting was properly adjourned. The meeting adjourned at 10:28 p.m.

Janis A. Rambo  
Township Secretary