

## **MINUTES FOR JUNE 5, 2018**

The regular monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, June 5, 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 7:56 p.m. Those in attendance were Supervisors Christopher Lehenky, Kathy O'Doherty, William Handy, Sr., Joe Sciandra, and Patrice Proctor. Also in attendance were Ed Rasiul of Pennoni Associates, Inc. (Township Engineer) and Alan J. Jarvis, Esquire (Township Solicitor). An executive session was held at 6:30 p.m. prior to the meeting to discuss personnel and items on the agenda.

Ms. Proctor welcomed William H. Handy, Sr., to the Board of Supervisors.

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

Ann Woodward, 236 Church Street – Ms. Woodward asked if a motorcycle is parked at someone's property and when they leave something happens, could the property owner have any liability similar to a bar who serves someone alcohol. Solicitor Jarvis advised that this would be a civil issue.

Syvella DuBose, 71 Irish Lane – Ms. DuBose advised that the property that she owns at 71 Irish Lane is vacant but she continues to receive utility bills. It was confirmed that she is currently only being billed for flat rate sewer; the trash payment had been discontinued when the property was reported vacant. Ms. DuBose was advised in order to stop the sewer billing she would need to dig the line up; cap it; and ensure that the Township Codes Officer inspects it. A list of current registered plumbers will be forwarded to Ms. DuBose as requested.

Michael Pugh, 359 East Glencrest Road – Mr. Pugh inquired who was going to pay for the damage to his fence caused by the water pushing through. He requested to hear from the Township Engineer how this will be rectified. Mr. Lehenky advised that the Board is trying to hold a meeting with the City of Coatesville. Mr. Pugh advised that he would like the engineer involved. He stated that he feels this is a liability issue and that he has had the EPA and other officials/agencies out to see the problem. The Board advised that they would try and set up a meeting with the City of Coatesville, the City's engineers, along with Pennoni.

Jocelyn Gabriel, 304 Revere Court – Ms. Gabriel inquired who is the current acting police chief. Ms. Proctor advised that Officer Canale is the Officer in Charge. Ms. Gabriel asked if the HOA can issue parking tickets if there is no sign? Mr. Sciandra advised that the HOA does have jurisdiction to enforce pending how their HOA covenants are written and adopted. It was noted that a notation may be referenced on the adopted subdivision plans. Mr. Jarvis also noted that if public streets are involved, an ordinance would have been adopted. Ms. Gabriel inquired about overgrown shrubs on a roadway. Ms. Proctor advised that a complaint could be filed with the Codes Department. Ms. Gabriel suggested that the list of registered plumbers should be listed on the website. She questioned what a homeowner is to do if there is an emergency plumbing issue when the township office is not open. Mr. Sciandra advised that a plumber can be called in to

address the emergency, and then follow up as soon as possible with the Codes office. Ms. Gabriel also suggested that the active list of roads to be addressed should be posted on the website. She also inquired if there is a voice mail policy for returning calls. Mr. Lehenky and Ms. O’Doherty advised that they try and return calls within 24 hours if not sooner. Mr. Sciandra inquired if she had a particular incident of not receiving a return call. Ms. Gabriel advised that she was just inquiring as she had left a voice mail at the Honey Brook District Court and when she did not receive a returned call and questioned them, she was told that they did not have a returned call policy and was inquiring what other entities’ policies were. Ms. Gabriel asked if anyone would be permitted to park on the bridge during the Manor Road construction. Mr. Sciandra advised no. She then asked about a “make shift shed” off of Manor Road. She was instructed to contact the Codes office. Ms. Gabriel asked how to dispose of needles. She was advised that they should be placed in a container with a lid and then placed in the trash. Ms. Gabriel then talked about the Westwood membership dues and what happens when another ambulance department answers a call. The Board advised that they do not have anything to do with the Ambulance billing.

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

**CITIZEN’S COMMENTS:**

Mr. Sensing, 80 Robinson Avenue – Mr. Sensing stated that he thought the closure of Robinson Avenue was going to be on the agenda. The Board advised that the item would be on the next agenda.

**SOLICITOR’S REPORT:**

Attorney Jarvis reported on the following:

- Mr. Jarvis reported that he has had discussions with Art Sagnor regarding the *Petition for the Appointment of a Board of Viewers to Open Burgundy Lane in Valley Township before the Honorable Court of Quarter Sessions* that was filed by Mr. Sagnor. Mr. Jarvis advised that an answer to the Petition is being drafted and an alternative remedy is being looked at.

At this time, Mr. Jarvis departed the meeting.

**ENGINEER’S REPORT:**

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

Mr. Sciandra inquired about the comments regarding the determination whether the Township is responsible for damaged stormwater culvert gratings in Springbrook Village. As it was determined that the responsibility is with the HOA, Mr. Sciandra requested that the Township send a letter to the HOA advising that the grates need to be repaired in the next 30 days.

**OLD BUSINESS:**

Discussion/consideration to approve Green Light-Go grant agreement extension to December 31, 2019 – **Mr. Sciandra made a motion to approve the Green Light-Go grant agreement to December 21, 2019. Mr. Lehenky seconded the motion.** Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration regarding Coyne Chemical’s Small Bulk Program proposal – Mr. Rasiul reviewed the status of Coyne Chemical’s proposal. He stated that Mr. Ellis would like additional time to try and negotiate a longer term with Coyne in writing as well to get pricing on a larger tank. **Mr. Sciandra made a motion to table any decision regarding Coyne Chemical’s Small Bulk Program proposal. Mr. Handy seconded the motion.** Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

At this time, Mr. Rasiul departed the meeting.

Discussion/consideration regarding taser purchase for police department – Proposals were distributed for the purchase and/or financing of five or six tasers. After review, **Mr. Handy made a motion to purchase six tasers from Axon Enterprise, Inc. in the amount of \$9,228.00. Mr. Lehenky seconded the motion.** Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration regarding Kimmel Bogrette invoice: Four invoices were presented for payment. After review, **Mr. Sciandra made a motion to approve Kimmel Bogrette’s invoices as follows:**

- **Architectural services through December 31, 2017 in the amount of \$49,398.05**
- **MEP Engineering/Additional Services in the amount of \$15,000**
- **Civil Engineering/Additional Land Development Services in the amount of \$3,100**
- **Architectural services from January 1, 2018 through April 30, 2018 in the amount of \$38,268.20**

**Ms. O’Doherty seconded the motion.** Question: Mr. Lehenky – nay; Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to purchase excess liability insurance (additional \$900,000 of coverage) at a premium cost of \$4,637 – **Mr. Lehenky made a motion to purchase an additional \$900,000 of dishonesty liability insurance from Hiscox at a premium cost of \$4,637.00. Mr. Handy seconded the motion.** Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – nay; Ms. Proctor – yes.

**NEW BUSINESS:**

Discussion/consideration regarding purchase of a skid steer loader – Quotes were distributed for a skid steer loader and accessories. It was also noted that a 16-foot drop deck trailer would also be required if the loader was to be used off property and a quote of \$11,815.93 was included for the trailer. Mr. Lehenky advised that although the loader would be a useful piece of equipment to have, he had concerns with additional equipment that would be needed. He noted the oldest F550

would need to be replaced due to rust issues. He also noted that another truck could be required if the Township took over snow removal at Hillview. It was noted that no equipment capital was budgeted for 2018 with the exception of the equipment still being financed. **Mr. Sciandra made a motion to table the decision to purchase a skid steer loader and accessories to later in the year when the 2019 budget is being developed. Mr. Lehenky seconded the motion.**

Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to utilize the Pennsylvania Police Chief’s Association for police chief search – **Mr. Lehenky made a motion to sign an Agreement with the Pennsylvania Police Chief’s Association to provide consulting services for an executive search for the Chief of Police Position. Mr. Sciandra seconded the motion.** Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to sign Professional Services Agreement with ARRO Consulting for interim manager services and recruitment services for township manager – There was a question regarding number of hours per week. Ms. O’Doherty noted it stated 24 hours a week and that additional hours would require Township’s written authorization. Ms. O’Doherty asked if it could be less than 24 hours a week. Carolyn Giardini, Director of Marketing, was present and advised that it could be less than 24 hours a week. Ms. Proctor inquired if we are committed to six months. Ms. Giardini stated that once a new manager has been hired a trained, the hours would go to zero. Ms. Proctor questioned about billing mileage. Ms. Giardini stated that mileage is not charged for travel to and from the Township Building. It was discussed that the proposal would be changed to reflect that mileage would not be charged unless the employee leaves the Township on Township business. Ms. Proctor inquired about the search for a new manager. Ms. Giardini noted that this is included in the 24 hours per week.

**Mr. Lehenky made a motion to sign the Professional Services Agreement, with the noted changes, with ARRO Consulting for interim manager services and recruitment services for new township manager. Mr. Sciandra seconded the motion.** Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – nay.

At this time, Mr. Lehenky stepped out of the meeting.

Discussion/consideration to add William H. Handy, Sr., as an authorized signer on all CSB, Key Bank and PLIGIT Accounts – **Mr. Sciandra made a motion to add William H. Handy, Sr., as an authorized signer on all Township bank accounts with Coatesville Savings Bank, Key Bank, and PLIGIT. Ms. O’Doherty seconded the motion.** Question: Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Mr. Lehenky rejoined the meeting.

Discussion/consideration regarding vacation carry over for Janis Rambo – Janis Rambo will have up to 49 hours of vacation at the end of June 2018. There was discussion regarding having her vacation year on a calendar year basis, not based on her anniversary date. **Ms. O’Doherty made a motion to have Ms. Rambo’s vacation year fall in line with all other employees on a**

**calendar year basis. Mr. Lehenky seconded the motion.** Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes. Half of her 2018 vacation entitlement will be issued as of July 1, 2018. Her full allocation will be issued for the calendar year 2019 on January 1, 2019. **Mr. Handy made a motion to allow up to 49 hours of vacation to rolled over and used by September 30, 2018 of her 2017/18 allotment. Mr. Lehenky seconded the motion.** Question: Mr. Lehenky – yes; Ms. O’Doherty – yes; Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

**APPROVAL OF MINUTES:**

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

**Mr. Sciandra made a motion to approve the minutes of the May 29, 2018 meeting. Ms. O’Doherty seconded the motion.** Question: Mr. Lehenky – abstain; Ms. O’Doherty – yes; Mr. Handy – abstain; Mr. Sciandra – yes; Ms. Proctor – yes.

**CITIZEN’S COMMENT:**

None

There being no further business, the meeting was properly adjourned. The meeting adjourned at 10:37 p.m.

Janis A. Rambo  
Secretary/Treasurer