

MINUTES FOR NOVEMBER 19, 2019
VALLEY TOWNSHIP BOARD OF SUPERVISORS

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, November 19, 2019, at the Township Municipal Building, 890 West Lincoln Highway, Coatesville, PA.

The meeting was called to order by Chairwoman Patrice Proctor at 7:38 p.m. Those in attendance were Supervisors Christopher Lehenky, William Handy, Sr. and Patrice Proctor. Supervisor Joe Sciandra participated by Skype. Supervisor Kathy O'Doherty was absent. Also in attendance were Carol R. Lewis, Township Manager; Michael J. Ellis, P.E., of Pennoni Associates, Inc. (Township Engineer); and Amanda Sundquist, Esquire, of Unruh, Turner, Burke & Frees (Township Solicitor).

Ms. Proctor noted that the Board of Supervisors met in Executive Session at 6:30 p.m. to discuss matters of litigation.

CITIZEN'S COMMENTS ON AGENDA ITEMS:

None

APPROVAL OF MINUTES:

Mr. Handy made a motion, seconded by Mr. Lehenky, to approve the minutes from the November 6, 2019, meeting. The motion passed unanimously.

TREASURER'S REPORT:

The Treasurer's Report was distributed and the fund balances were reviewed. Ms. Lewis noted that as a follow up to the yearly maintenance invoice from Magnet that was approved at the last meeting but held until talking with them about possibly pro-rating their invoice, they agreed to a pro-rated invoicing and agreed to meet with us to ensure we are utilizing the program to its fullest.

PAYMENT OF BILLS

Mr. Lehenky made a motion, seconded by Mr. Handy, to authorize payment of bills as presented. The motion passed unanimously.

BOARD GENERAL COMMENTS:

Ms. Proctor welcomed Carmen Boyd and congratulated her on being elected to fill a two-year seat on the Board of Supervisors beginning in January. Ms. Proctor noted that the County has not released the results of the write in results for the six-year supervisor seat. The County advised that they should have the results within the week.

Ms. Proctor noted the following:

- Annual Children’s Holiday Party will be held on December 14 from noon to 2:00 p.m. at Rainbow Elementary School. Volunteers are needed.
- The Annual Tree Lighting event will be held on Sunday, December 8 at 6:00 p.m.
- Leaf collection dates are: November 25 and December 2, 9
- Township office and public works will be closed on Thursday, November 28; Thursday’s trash and recycling will be collected on Friday, November 29
- Township office will be closed on Friday, November 29; Public Works will be collecting Friday’s trash. Friday’s recycling will be collected on Monday, December 2

DEPARTMENT REPORTS:

Public Safety – Chief Newhall reviewed his written report for October 2019. He noted that there were 1,163 calls for service in September; 11,221 year to date. The busiest hours for the month were 7:00 p.m. and 8:00 p.m. and the busiest day is Thursday. He also noted that the Department assisted on 48 calls to other agencies. He noted that the Department is again this year participating in a “No Shave November” fund raising events for “Unite for Her” and “Sambucco Children’s Education Fund”. Chief also reported that they collected 139 pounds of unwanted drugs from the drug return box in the last six months.

Chief reported that the Department has been busy investigating several crimes and the discovery of human remains that had been found in the Township that has now been identified. They also continue to look for a missing resident. Paperwork has been submitted for reimbursement for the purchase of the new computer records management system. Chief reported that he attended the International Association of Police Chief’s conference; Officer Schreiber continues to progress in her field training; and Officer Heiney attended a field training officer certification class as well as a week-long class for new criminal investigators.

Chief Newall noted that he is finishing his local church visits, visiting two during the recent month as well as continuing to visit the Valley Township businesses.

Chief Newhall requested verification for proceeding with the potential hire of a new part-time officer. He stated that he had already started a background investigation with a potential new hire but he requested clarification if he should proceed or if the Board preferred that he first ran an advertisement. The consensus of the Board was that he could proceed with the candidate that he had begun the process with, but in the future openings should be advertised.

Fire/EMS – The Westwood Fire and EMS reports were distributed to the Board. Ms. Lewis read the reports which noted that there 118 calls for the Westwood ambulance in October; of which, there were 60 responses in Valley Township. The Wagontown Ambulance responded to a total of 159 calls. There were 22 calls for October for the Westwood Fire Company; of which 15 were in Valley Township.

Emergency Management – Mr. Sciandra encouraged anyone who is not signed up for Township notifications should do so (www.ready.gov is a good tool to subscribe to as well as www.readychesco.org to get local notifications). He also reported that he and the Deputy EMC

are working on the Emergency Operating Plan update. Their goal is to have it updated in early 2020 for review and adoption.

Workplace Safety – Mr. Handy reviewed the October 9, 2019, Workplace Safety Committee meeting. He noted that there were no workers compensation claims for the month. He reviewed the new procedure for the Township collection of boxsprings and mattresses that now includes a bag to ensure that the Township personnel do not come in contact with bed bugs. The cost of the bag is included in the collection fee of \$33 per mattress or boxspring.

PLANNING COMMISSION:

Denny Bement gave the Planning Commission report for their November 12, 2019, meeting. He reported that Planning Commission did not have any plans before them and focused on the Comprehensive Plan update that is ongoing. He noted hurdles faced by the Airport. He said that “affordable housing” was discussed as well as “small houses/tiny houses” and potential issues with current zoning requirements. He also noted conflicts with Comprehensive Plan and Zoning Ordinance. Mr. Bement also noted there were discussions regarding open space requirements and option for a fee in lieu of constructing or providing open space.

CITIZENS REQUEST TO BE ON THE AGENDA:

Alan Booker – It was noted that Mr. Booker, who requested to be on the agenda regarding water pressure at 644 Old Lincoln Highway, was not present. Ms. Lewis stated that following the request to be on the agenda, Kris Lenhart investigated the issue and reported findings to Mr. Booker which appears to be a plumbing issue with the home.

SOLICITOR’S REPORT:

Consideration regarding Hillview dedication – Ms. Sundquist reviewed that the Board had previously approved to accept settlement and dedication subject to review and final legal description exhibits by the Township Engineer and Solicitor. Ms. Sundquist reported that the court approved the Settlement Agreement last week and provided three Resolutions for Board consideration:

Mr. Handy made a motion, seconded by Mr. Sciandra, to adopt Resolution 2019-21, a Resolution accepting the Deeds of Dedication for Roads in Phases I and II of the Villages of Hillview subject to administrative review approval before final deed recording, to include: Butterworth Road, Haslan Lane, Heston Road, Gilmer Road, Torbet Road, Gibney Lane, Pinkerton Road, Davish Road, Kendig Lane, Randall Lane, McElree Lane, Gaston Lane, Ackman Lane, Lockport Lane, Gossell Road, Brodius Lane, Phineas Lane, Stoyer Road, Castigan Lane. The motion passed 3 to 1 with Mr. Lehenky voting nay.

Mr. Handy made a motion, seconded by Mr. Sciandra, to adopt Resolution 2019-22, a Resolution accepting public improvements in Phases I and II of the Villages of Hillview

subject to administrative review approval. The motion passed 3 to 1 with Mr. Lehenky voting nay.

Mr. Handy made a motion, seconded by Mr. Sciandra, to adopt Resolution 2019-23, a Resolution accepting Deeds of Dedication for Roads of the Villages of Hillview together with all sanitary sewer lines, water lines, and stormwater lines within the beds of Dawman Road, Hulnick Road, and Rawson Road, subject to administrative review approval and that final recording of these three deeds would not occur until the Deeds of Dedication for Roads in Phases I and II of the Villages of Hillview are recorded. The motion passed 3 to 1 with Mr. Lehenky voting nay.

ENGINEER’S REPORT:

Mr. Ellis submitted the Engineer’s Report which is on file in the Township Office.

Consideration regarding Oakcrest I dedication – Mr. Ellis noted that the developer is not ready at this time to request dedication.

Consideration to accept quote for North Park Avenue Storm Sewer Construction – Mr. Ellis presented a quote tabulation for the proposed North Park Avenue Storm Sewer project:

	Andrews Excavating LLC	Ronald Smith Inc.	Fidelity Contracting LLC
Base Bid	\$19,130	\$21,450	\$24,150
Add Item: Rock Removal	\$1,000	\$200	\$800
Total Base Bid & Add Item	\$20,130	\$21,650	\$24,950
Deductions: Manhole	(\$1,220)	(\$1,696)	(\$1,700)
Deductions: Inlet	(\$1,180)	(\$932.80)	(\$1,200)
Total After Deductions	\$17,730	\$19,021.20	\$22,050

Mr. Ellis noted that the bids came in below the bidding limit threshold of \$20,600. Mr. Ellis recommended that the Board accept the quote from Andrews Excavating LLC for the total base bid and add item in the amount of \$20,130. He noted that the project will begin following obtaining the manhole and inlet and the Valley Township Public Works Department will patch the road for the winter until proper paving could be done. He noted that he reached out to PA American Water Company’s contractor who will not be paving until at least July 2020 and was not interested in providing a quote for the paving of this section of road.

Mr. Sciandra made a motion, seconded by Mr. Handy, to accept the quote from Andrews Excavating LLC in the amount of \$20,130 for the North Park Avenue Storm Sewer Construction Project. The motion passed 3-1 with Mr. Lehenky voted nay.

At this time, Ms. Sundquist departed the meeting.

Mr. Ellis highlighted the following items from the Engineer’s Report:

- Township Municipal Complex – Pennoni performed construction observation of the detention basin to its permanent condition. Paving and other sitework is now scheduled to be completed in the Spring. Mr. Sciandra inquired if the parking lot stripping would be completed should this year should the Township take occupancy before the final paving in the Spring. Ms. Lewis advised she did not think that they would be stripping until they come back to do the final paving.
- Hemlock Avenue Bridge Replacement – Mr. Ellis reported that the County gave authorization to bid. Advertisement notices were placed in the paper and there is a pre-bid meeting at the site on November 22, 2019. Bids are due December 12 at 10:00 a.m. He noted that a construction easement will need to be obtained from the abutting property owner.
- Pugh Property Drainage – Pennoni attended a site meeting with Mr. Pugh and a follow up meeting with Coatesville’s Engineers (Cedarville Engineering). The recommended approach is for Coatesville to prepare a multi-municipal PaDEP “Growing Greener Grant” application for the combined rehabilitation of the Millview Basin and the Pugh property storm system. This application is due by December 20 and will need Coatesville City Council’s approval to proceed. This grant has a 15% match which would require Coatesville and Valley to contribute \$30,000 each towards the project.

Pennoni is evaluating the eligibility of a multi-municipal PA DCED “Small Water & Sewer Grant” for which Valley could be the applicant. This application is due on December 13. Mr. Ellis also noted that CDBG funding is another option; however, the next grant application round is probably Summer of 2020.

The consensus of the Board was to proceed to look into the Small Water & Sewer Grant application.

- 1037 Manor Road Retaining Wall – The property owner engaged the prior design engineer to resolve our comments and the wall is now planned to be built per the original engineered design (with two stepped-walls). Construction of the lower wall began on November 11 and is ongoing.

At this time, Mr. Ellis departed the meeting.

MANAGER’S REPORT

Ms. Lewis reported that she has issued a *Request for Proposal* for auditing services to 12 potential firms. She has already heard back from three who will be submitting a proposal.

Ms. Lewis reported that we are advertising for the position of laborer in the Public Works Department. Applications will be reviewed upon her return from vacation on December 9 and she will conduct phone interviews before setting up interviews with her, Mr. Lehenky and Mr. Lenhart.

Diversity Training has been scheduled for Township personnel on December 18, 2019 from 11:00 a.m. to 12:45 p.m.

The Township has also scheduled that a representative from AFLAC will be onsite on December 11 for employees who may wish to obtain additional optional coverage. If 75% of our staff stops in, they will provide ID protection program free of charge to the Township personnel.

NEW BUSINESS:

Discussion/consideration to waive late fee on 3rd Quarter Utility Bill for 112 Danielle Lane (Kim Kercher) – The Board concurred to table until the next meeting.

Discussion/consideration to approve payment applications for the new Township Building construction – **Mr. Lehenky made a motion, seconded by Mr. Handy, to approve payment to Perrotto Builders Ltd in the amount of \$153,662.51 and Element Environmental in the amount of \$882.00.** The motion passed unanimously.

Discussion/consideration to approve Tanner Furniture's request for balance of furniture to be paid – Request was made from Tanner Furniture to pay the remaining portion of the furniture invoice as they had to pay in full from the manufacture. The total amount remaining due to Tanner Furniture is \$21,425.34, of which \$13,156 is for installation. The remaining portion of the amount due for furniture is \$8,269.34. **Mr. Lehenky made a motion, seconded by Mr. Handy, to approve payment to Tanner Furniture in the amount of \$8,269.34.** The motion passed unanimously.

Discussion/consideration to approve transfer of funds from PSDLAF to Coatesville Savings Bank – **Mr. Lehenky made a motion, seconded by Mr. Sciandra, to authorize the transfer of \$163,303.85 from PSDLAF to Coatesville Savings Bank.** The motion passed unanimously.

DEPARTMENT REPORTS:

Public Works – The monthly report was distributed to the Board of Supervisors and is on file at the Township Office.

Administration – The monthly report was distributed to the Board of Supervisors and is on file at the Township Office.

Ms. Lewis noted that the new inspector assigned to Valley Township by LTL is reviewing inconsistencies with the Code. She also noted that the bi-weekly Codes meetings have been restarted.

CITIZEN'S COMMENT:

Carmen Boyd stated that she looks forward to her joining the Board. Ms. Proctor mentioned some upcoming training for newly elected officials. It was noted that there is "Local Government 101" training on Saturday, November 23, at the Public Safety Training Campus. Mr. Sciandra noted that there are several NIMS courses that will be required.

Marjorie Runk, 385 Rockdale Drive – Ms. Runk noted that the trash at 1210 West Lincoln Highway has been removed.

There being no further business to discuss, the meeting adjourned at 8:50 p.m.

Janis A. Rambo
Township Secretary