

MINUTES FOR JANUARY 6, 2020 VALLEY TOWNSHIP BOARD OF SUPERVISORS

The regular monthly meeting of the Valley Township Board of Supervisors was held on Monday, January 6, 2020, immediately following the Annual Organization Meeting at the Township Municipal Building, 890 West Lincoln Highway, Coatesville, PA.

The meeting was called to order by Vice Chairwoman Kathy O'Doherty. Those in attendance were Supervisors Kathy O'Doherty, Sharon Yates and Carmen Boyd. Chairwoman Patrice Proctor participated by phone. Supervisor Christopher Lehenky 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, Esquire (Township Solicitor).

CITIZENS COMMENTS ON THE AGENDA:

None

BOARD COMMENTS:

Ms. O'Doherty noted upcoming events and announcements were listed on page 2 of the agenda.

CITIZEN'S COMMENTS:

There were no citizens in attendance.

APPROVAL OF MINUTES:

Ms. O'Doherty made a motion, seconded by Ms. Proctor, to approve the minutes from the December 17, 2019, meeting. The motion passed with Ms. Yates abstaining from the vote as she was not present. It was noted that Ms. Boyd was in attendance at the December 17, 2019, meeting.

Ms. O'Doherty made a motion, seconded by Ms. Proctor, to approve the minutes from the December 27, 2019, special meeting. The motion passed with Ms. Boyd abstaining from the vote as she was not present. It was noted that Ms. Yates was in attendance at the December 27, 2019, special meeting.

PAYMENT OF BILLS

Ms. Yates made a motion, seconded by Ms. Boyd, to authorize payment of bills as presented. The motion passed unanimously.

ENGINEER'S REPORT:

Mr. Ellis reviewed and submitted the engineer's report which is on file at the Township Office.

Mr. Ellis highlighted the following from the written Engineer's Report:

- Highview Subdivision (Oakcrest Phase 2) – Mr. Ellis noted that he had previously reported that the contractor had requested that the trees that were designed to be placed along the south end of Glencrest Road be placed elsewhere on-site to avoid removing existing trees along Glencrest Road. The new location was to be the playground. It was the consensus of the Board to permit the trees originally to be placed along the south end of Glencrest Road be planted at the playground site.
- Hillview – The contractor expects to perform the inlet and manhole work by the end of January. Coordination continues with Orleans’ attorney on the contract operation of the pump station now that it has been dedicated to the Township and transition of phone and electric utilities to the Township.
- Hemlock Avenue Bridge Replacement – Pennoni has reviewed contract documents and provided the finalized construction easement documents for signature by the abutting property owner. Pre-construction meeting with the contractor and DCD is scheduled for January 15 and a pre-construction meeting with the contractor and Township is tentatively being scheduled for the following week.
- Grant Applications – Mr. Ellis reported that a grant application was submitted for the Valley Crossing Stormwater project through the PaDEP Growing Greener Grant Program for the Cynthia Road storm sewer, swale and detention basin rehabilitation. Pennoni provided assistance to the City of Coatesville’s engineer for their PaDEP Growing Greener Grant application for the multi-municipal project to retrofit the Millview detention basin and rehabilitate the Pugh property storm sewer outfall and channel.
- 140 Andrews Lane – Mr. Ellis noted that they have discussed stormwater management requirements and the procedure for sanitary sewer and water main extensions for a proposed new home with the property owner. Mr. Ellis anticipates that a request will formally be made to the Board to connect to public sewer and water in the near future.

Consideration to authorize payment to Andrews Excavating, LLC in the amount of \$18,540.00 for North Park Avenue Storm Sewer Project – Mr. Ellis advised that the work has been completed and it would be his recommendation to authorize payment of Andrews Excavating, LLC’s invoice in the amount of \$18,540.00 contingent upon receipt of the contractor’s release. **Ms. Yates made a motion, seconded by Ms. Boyd, based on the recommendation of the Township Engineer, to authorize payment of Andrews Excavating, LLC’s invoice in the amount of \$18,540.00 for the North Park Avenue Storm Sewer Project, contingent upon receipt of the contractor’s release.** Question: Ms. Boyd inquired about guarantee of work. Mr. Ellis advised there is a two-year warranty on the work. The motion passed unanimously.

SOLICITOR’S REPORT:

Ms. Sundquist advised that she did not have a report for the meeting.

At this time, Ms. Proctor disconnected from the meeting.

OLD BUSINESS:

Discussion/consideration regarding Amycel land development plan – It was noted that the extension to record the approved plan expired on December 31, 2019. No extension was requested by Amycel. Mr. Ellis stated that it appears that Amycel is no longer continuing with the plan. Mr. Ellis and Ms. Sundquist advised that they would like to confirm ownership of the plan (ie, All County Partnership or Amycel). **Ms. Boyd made a motion, seconded by Ms. Yates, to table any decision regarding the Amycel Land Development Plan as requested by the Township Solicitor.** The motion passed unanimously.

At this time, Ms. Ellis and Ms. Sundquist departed the meeting.

NEW BUSINESS:

Consideration/discussion for 2020 Public Notice notifications – **Ms. Yates made a motion to use Daily Local News, KYW, the Township’s website, new township digital sign, and “readychesco.org” for 2020 public notice notifications. Ms. Boyd seconded the motion.** The motion passed unanimously.

Consideration for PSATS Conference attendance and deposit – **The consensus of the Board was to authorize registration and associated registration /lodging fees for the 2020 PSATS Conference for the five Board of Supervisor members, Township Manager, Township Secretary, Assistant Secretary/Treasurer, one Lead Worker from Public Works (Brian Myers), and a member of the Planning Commission.**

Consideration/discussion to appoint Voting Delegate to State Conference – **Ms. Yates made a motion to appoint Kathy O’Doherty as Valley Township’s Voting Delegate at the 2020 PSATS Conference. Ms. Boyd seconded the motion.** The motion passed unanimously.

Consideration to authorize attendance at the 2020 PA Recreation & Park Society Conference – **Ms. Boyd made a motion, seconded by Ms. Yates, to authorize one attendee to register for the 2020 PA Recreation & Park Society Conference to be held on March 17 – 20, 2020, at the Seven Springs Resort to include a registration fee of \$345 by hotel costs.** The motion passed unanimously. It was noted that Kris Lenhart will be registered.

Consideration of Yearly Resolutions: **Ms. Yates made a motion, seconded by Ms. Boyd, to approve the following yearly resolutions:**

- Resolution 2020-03, a Resolution that the uniformed employees be exempt from making contributions to the Valley Township Police Pension Fund for 2020
- Resolution 2020-04, a Resolution that the non-uniformed employees be exempt from making contributions to the Valley Township Non-Uniform Pension Fund for 2020
- Resolution 2019-05, a Resolution setting the schedule of engineering fees for 2020
- Resolution 2019-06, a Resolution designating Emergency Service providers for Valley Township

The motion passed unanimously.

Consideration of Road Master recommended rate of pay for 2020 – **Ms. Boyd made a motion to recommended to the elected auditors an hourly rate of \$25.00 per hour for the Road Master should he elect to submit hours. Ms. Yates seconded the motion.** The motion passed unanimously.

Consideration to authorize signers on the Township Bank Accounts - Ms. O’Doherty noted the recent media reporting of a Chester County official, who reportedly mishandled township funds, that had complete access/responsibility for preparing checks, initiating electronic transfers/payments, authorization to be a signer on the accounts, and was responsible for reconciling the accounts. Ms. O’Doherty recommended that we ensure that we do not have this scenario and confirmed that at present the Assistant Secretary/Treasurer was printing checks, was a signer/electronic authorization on the accounts, and was the employee doing the bank reconciliations. **Ms. Yates made a motion, seconded by Ms. Boyd, to designate authorized signers on all Township accounts as the five Board members, Township Manager/Treasurer, and the Township Secretary as a backup signer to the Manager/Treasurer.** The motion passed unanimously.

Consideration to set 2020 Public Works collection dates – **Ms. Yates made a motion, seconded by Ms. Boyd, to approve the collection dates as presented:**

	Yard Sale	Spring Bulk	Fall Bulk
Hayti, Quiet Village, Rainbow, Rock Run, West Lincoln Highway, Airport Road, Oakcrest, Meadowbrook	April 18, 2020 Rain Date: April 19	April 20, 2020	September 14, 2020
Mineral Springs Road, Hilltop Lane, Country Club Valley, Valley Springs, Beacon Hill, Country Ridge, Valley Farms, Villages at Hillview	April 25, 2020 Rain Date: April 26	April 27, 2020	September 21, 2020
Westwood area, Charles Street, Madison Street, Gap Road, Valley Crossing, Springbrook Village	May 2, 2020 Rain Date: May 3	May 4, 2020	October 5, 2020

Yard Waste Pick Up	North Side	South Side
	June 8	June 15
	July 13	July 20
	August 10	August 17
	September 14	September 21
	October 12	October 19

Leaf Pick Up	November 2, 9, 16, 23,30
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Christmas Tree Pick Up	January 4, 11 & 25, 2021
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The motion passed unanimously.

Consideration to set 2020 Community Clean Up Day – **Ms. Boyd made a motion, seconded by Ms. Yates, to set the 2020 Community Clean Up Day as May 16, 2020.** The motion passed unanimously.

Consideration of appointment of 2020 Safety Committee – **Ms. Boyd made a motion, seconded by Ms. Yates, to appoint Kathy O’Doherty and Sharon Yates as the management representatives and Kelly Young, Justin Heiney, and John Winters as the employee representatives to the 2020 Workplace Safety Committee.** The motion carried unanimously.

Discussion/consideration to allow Janis Rambo to roll over 8 hours of 2019 vacation – **Ms. Yates made a motion, seconded by Ms. Boyd, to allow Janis Rambo to roll over 8 hours of 2019 vacation to be used within the first quarter of 2020 at the 2019 rate of pay.** The motion passed unanimously.

Discussion/consideration to approve two days (16 hours) of prorated vacation for Kyle Elliott not given in 2019 at his one-year anniversary – Ms. Lewis reviewed that Mr. Elliott, at his one-year anniversary date in 2019, should have been allocated two days (16 hours) of vacation for the remainder of 2019. **Ms. Boyd made a motion, seconded by Ms. Yates, to approve the two-days of 2019 pro-rated vacation not allocated at his one-year anniversary.** The motion passed unanimously.

Consideration to extend an offer of employment to Joseph Carboni II as a part-time police officer at a rate of \$17.89 per hour and after successful completion of six-month probation period to \$18.94 and at one year to \$20.00 – **Ms. Yates made a motion, seconded by Ms. Boyd, to extend an offer of employment to Joseph Carboni II as a part-time police officer at a rate of \$17.89 per hour and after successful completion of six month probation period to \$18.94 and at one year to \$20.00.** The motion passed unanimously.

Consideration to amend the Township Personnel Manual – Two amendments to the current Personnel Manual, dated 2008 as amended, were presented for consideration: 1) to delete Section 5.4.B. regarding “comp time” and to add language to Section 12.2 “Unpaid Leave” noting that unpaid leave would only be considered after an employee has used all of his/her vacation and personal accrued paid leave. **Ms. Boyd made a motion, seconded by Ms. Yates, to approve two amendments to the current Personnel Manual as reviewed regarding elimination of “comp time” and addition that leave without pay would be authorized only after an employee has used their accrued vacation and personal time.** The motion passed unanimously.

Consideration regarding allowing goatees for police officers – Ms. O’Doherty advised that she was approached about a policy change allowing police officers to have a goatee. It was the consensus of the Board to first obtain feedback from Chief Newhall.

CITIZEN’S COMMENT:

None

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There being no further business to discuss, the meeting adjourned at 9:27 p.m.

Janis A. Rambo
Township Secretary