

## **MINUTES FOR FEBRUARY 18, 2020 VALLEY TOWNSHIP BOARD OF SUPERVISORS**

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, February 18, 2020, at the Township Municipal Building, 890 West Lincoln Highway, Coatesville, PA.

The meeting was called to order by Chairwoman Patrice Proctor at 7:35 p.m. Those in attendance were Supervisors Kathy O'Doherty, Sharon Yates, Carmen Boyd, and Patrice Proctor. 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 (Township Solicitor).

Ms. Proctor noted that the Board of Supervisors met in Executive Session starting at 5:00 p.m. to discuss personnel.

### **CITIZEN'S COMMENTS ON AGENDA ITEMS:**

None

### **DEPARTMENT REPORTS:**

Public Safety – Chief Newhall reviewed the Department's January report. He noted that the average committed time per officer per day is 4.5 hours. Notes and calls of interest included:

- Federal government has changed the way we report crime data. They are no using Uniform Crime Reporting (UCR). The new system being used is "NIBRS" which should make reporting and researching crimes easier.
- New patrol car has been ordered. It is in the paint show at the dealer.
- Officer Duca is now set in the schedule. She is scheduled to attend a drug identification class and a field sobriety testing class.
- Department is moving ahead with our new computer system.
- Chief Newhall reinforced the need for residents to lock their cars. The Department has had several unlocked vehicles gone through and one unlocked car stolen, which was later recovered.
- The Department was notified of possible drug activity and dealing from a house in the township by alert neighbors. Within 36 hours we had made two arrests with another anticipated.

Chief Newhall read a letter from neighboring East Fallowfield Township thanking Officers Heiney and Chieffo for their assistance on a suicide watch call. Chief also extended an offer to the Board of Supervisors if they would like to do a ride along. He also reported on a safety presentation that he did at Passtown Baptist Church.

Fire/Ambulance – Chief Sly gave the report for Westwood Fire Company and EMS. He noted that during the month of January, Westwood responded to 28 calls for service of which 18 were in Valley Township. The EMS division responded to 113 total calls for service of which 65 were in Valley Township. He noted that Stations 144 and 244 responded to 194 calls.

Chief Sly stated that he had forwarded Westwood's financials as requested and if anyone had any questions to let him know. He noted that the new ambulance has been delivered and is being prepared for service. He stated that an ambulance with advanced life support personnel, that is currently being stationed in Glenmoore, responded to a call for an apparent heart attack. Treatment that was administered at the scene was lifesaving.

Emergency Management – No report.

Workplace Safety – Ms. Yates reported that the Committee met on February 12, 2020. The minutes from the January 8, 2020, meeting was distributed in the Board's packets.

Codes – Ms. Yates reported that the Department continues to work on trash compliance to include random checks. She noted that building permits are up for the first month and a half of the year. Ms. Lewis noted that the proposed ticketing ordinance draft is almost complete.

### **PLANNING COMMISSION:**

Mr. Manning reported on the Planning Commission's February 11, 2020, meeting. He reported that Mark Padula and Greg Vietri were present. Mr. Vietri is looking to occupy Valley View Lot 6 and provided the Planning Commission with a concept plan. The plan includes a 59,000 square foot office building with a truck repair area. Employee parking was shown in two areas. The amount of paved surface was addressed by Mr. Vietri stating that he will be staging needed equipment at this site for projects as they arise. The paved surface is required for heavy equipment.

The Planning Commission continued to work on a draft zoning amendment for in-law suites which is being presented to the Board of Supervisors for review and consideration to authorize forwarding to the Chester County Planning Commission. The Commission also noted that another zoning amendment consideration was proposed to increase the Conditional Use threshold from 100,000 square feet to 150,000 square feet in the Industrial Zone.

### **CITIZENS REQUEST TO BE ON THE AGENDA**

Craig Cigas & Doug Howe – Mr. Howe introduced Craig Cigas. Mr. Cigas is interested in buying the former "Amycel Lot 7" property within the Valley View Business Park. Mr. Cigas' company, Little Red Dog, manufactures stainless steel parts. Mr. Cigas' plan is to not exceed the foot print that was approved for Amycel and he has hired an architect to start looking at the building and will continue to use D. L. Howell with the civil engineering. The business would employ 20 people at this facility. Mr. Cigas will be taking his plan back to the Planning Commission.

### **ENGINEER'S REPORT:**

Mr. Ellis submitted the Engineer's Report which is on file in the Township Office. Mr. Ellis reviewed the following from the written report:

- Highview Subdivision/Oakcrest Phase 2 – The contractor has stopped punchlist work for at least several weeks. He noted that they still have not moved forward with the tot lot and the walking path and bridge. It was noted that the developer will be at the Board’s meeting of March 17.
- Hillview – Vegetative restoration of the recently raised inlet and manhole should occur and be verified in early spring before the entirety of the punchlist escrow account is released. A letter was received from Orleans Homes requesting the release of the \$20,000 cash escrow. **Ms. O’Doherty made a motion to acknowledge Orleans Homes February 4, 2020, letter requesting release of the \$20,000 cash escrow and to authorize Pennoni Associates to inspect the work prior to the Board’s consideration to release the escrow funds at their meeting of March 3, 2020. Ms. Yates seconded the motion.** The motion passed unanimously.
- Water System – Pennoni reviewed correspondence from DEP on lead and copper sampling and are coordinating a corrective action response. Mr. Ellis advised that he would be forwarding letters to the Township by the end of the week to be sent to the property owners who provided samples last year. He noted that there were no findings of lead or copper found.

Draft zoning amendment for in-law suites review and consideration to forward to Chester County Planning Commission for review – Mr. Ellis reviewed the draft ordinance amending Chapter 27 of the Code of Ordinances by establishing criteria for accessory residential quarters and increasing the by-right building area in the industrial zone.

Mr. Ellis reviewed accessory residential quarters to include requirements for attached and detached units. He noted that Ms. Sundquist had provided some additional comments to the proposed wording. It is proposed that there would be an annual inspection. For both detached and attached, the quarters shall not exceed 1,000 square feet of living space. Relatives shall be related by blood, marriage, or adoption and shall be a parent, grandparent, sibling, child, grandchild, aunt, uncle, niece or nephew.

After review of the draft, it was consensus of the Board to forward the proposed ordinance amending Chapter 27 of the Code of Ordinances of Valley Township by establishing criteria for accessory residential quarters and increasing the by-right building area in the Industrial Zone.

**SOLICITOR’S REPORT:**

Ms. Sundquist advised that she did not have a report for this evening’s meeting.

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

**APPROVAL OF MINUTES:**

**Ms. Yates made a motion, seconded by Kathy O’Doherty, to approve the minutes from the February 4, 2020, meeting.** The motion passed with Ms. Proctor abstaining as she did not attend the February 4, 2020, meeting.

**TREASURER’S REPORT:**

The Treasurer’s Report was distributed. Ms. Lewis noted that the check to GranTurk for the new recycle truck was released. DEP has approved the request for reimbursement which should be payable to the Township within the next few weeks.

**PAYMENT OF BILLS**

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

**MANAGER’S REPORT:**

Discussion/consideration regarding selection of a moving company – Ms. Lewis provided two quotes for the Township move to the new building. A third vendor will be doing a site visit later this week. After review of the quotes obtained, there were many questions regarding the quotes. Ms. Lewis advised that she would contact the vendors to have the questions answered and a more detailed quote prepared by the vendors.

Discussion/consideration to approve confined space training – Ms. Lewis provided a quote from Med-Tex Services for confined space training in the amount of \$1,500. She noted that the cost is for up to 20 participants. If approved, she would reach out to surround municipalities to see if they would be interested in having their employees participate and prorate the cost to any additional attendee. **Ms. O’Doherty made a motion, seconded by Ms. Yates, to accept the proposal from Med-Tex Services for confined space training at a rate of \$1,500.** The motion passed unanimously.

Ms. Proctor inquired if personnel action is properly being documented. There was a discussion of procedures and the need to document and ensure that the personnel files are updated.

**OLD BUSINESS:**

Discussion/consideration to adopt a Resolution supporting the establishment of the Valley Township Historical Committee – A proposed Resolution was presented to establish a Historical Committee. There was discussion the number of committee members. Following discussion, **Ms. Yates made a motion, seconded by Ms. O’Doherty, to adopt Resolution 2020-07, a Resolution for the adoption and support of the Valley Township Historical Committee.** The motion passed unanimously.

**NEW BUSINESS:**

Discussion/consideration to approve payment applications for the new Township Building construction – **Ms. O’Doherty made a motion, seconded by Ms. Yates, to approve payment of bills for H. B. Frazer Company in the amount of \$16,062.79; Trefz Mechanical Inc. - \$10,701.08; Element Environmental in the amount of \$1,629.90; and ComStar Technologies in the amount of \$8,624.09.** The motion passed unanimously.

Discussion/consideration to authorize transfer of funds from PSDLAF to Coatesville Savings Bank General Fund – **Ms. O’Doherty made a motion, seconded by Ms. Yates, to authorize the transfer of funds from PSDLAF to Coatesville Savings Bank General Fund Checking Account in the amount of \$102,492.87 for new building related expenses approved in December, 2019, January and February 2020.** The motion passed unanimously.

Discussion/consideration to waive Valley Township’s real estate tax for Parcel 38-02-01290100 – **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to waive Valley Township’s real estate tax for Parcel 38-02-01290100.** The motion passed unanimously.

Discussion/consideration regarding CCATO Spring Conference attendance – The annual Chester County Association of Township Officials Spring Conference will be held on March 12. Those interested in attending should let the Township Secretary know for registration.

Discussion/consideration regarding addendum to contract for video parts for new Township Building with the Gilbertson Group in the amount of \$1,928 – It was noted that due to the lengthy delay of the building project, parts and pricing have changed for several proposed cameras and associated video parts as part of the security system for the new building. The Gilbertson Group submitted an addendum to their contract for parts and price increases from the original quote for a net change of \$1,928.00. **Ms. Yates made a motion, seconded by Kathy O’Doherty, to approve The Gilbertson Group’s addendum dated January 10, 2020, in the amount of \$1,928.00.** 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 recommended that the monthly Public Works and Administration reports be added to the Department Report section at the beginning of the meeting going forward.

**CITIZEN'S COMMENT:**

There being no further business to discuss, the meeting adjourned at 10:28 p.m.

Janis A. Rambo  
Township Secretary