

MINUTES FOR APRIL 21, 2020
VALLEY TOWNSHIP BOARD OF SUPERVISORS

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, April 21, 2020, via virtual meeting through *Go To Meeting*.

The Board of Supervisors meeting was called to order by Vice Chairwoman Kathy O’Doherty at 7:44 p.m. Those participating in the meeting were Supervisors Kathy O’Doherty, Sharon Yates, and Carmen Boyd. Supervisors Christopher Lehenky and Patrice Proctor did not participate. Also participating in the meeting were Amanda Sundquist, Esquire of Unruh, Turner, Burke & Frees (Township Solicitor); Michael J. Ellis, P.E., of Pennoni Associates, Inc. (Township Engineer); Carol R. Lewis, Township Manager; and Kris Lenhart, Lead Worker I – Public Works.

It was noted that the meeting was being conducted through *Go To Meeting* to comply with Governor Wolf’s order that all individuals in Chester County stay home in an effort to slow the spread and minimize public exposure to COVID-19 and maintain social distancing.

ANNOUNCEMENT OF MEETINGS/ACTIONS OF THE BOARD

Ms. O’Doherty noted that the Board of Supervisors met in Executive Session on April 13, 2020, at 3:30 p.m. via conference call regarding litigation matters, continuity of service under the Disaster Emergency Declaration, and personnel matters.

CITIZEN COMMENTS ON AGENDA ITEMS

None. The public notice for the virtual meeting was published in the *Daily Local News*, posted at the Township Building and on the Township website. The notice stated that comments could be eMailed to the Township Secretary by 3:00 p.m. on this date to be read at the meeting. No comments were received by the Township Secretary to be read at the meeting.

APPROVE MINUTES AS WRITTEN

Ms. Yates made a motion, seconded by Ms. Boyd, to approve the minutes of the April 7, 2020, Board of Supervisors meeting. The motion passed unanimously.

APPROVE PAYMENT OF BILS

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

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ENGINEER'S REPORT

Consideration of 2020 Road Program – Mr. Ellis reviewed the revised 2020 Road Program budgetary construction costs summary that was dated April 21, 2020, updating the April 16, 2020, recommendation letter issued by Pennoni Associates. He noted that the 2020 liquid fuels budgetary number for the road program is \$321,500.

Thirteen potential projects were considered as follows:

Road	Approximate Dimensions	Repair Priority	Budgetary Estimate
1. Maple Avenue (Valley Rd. to the cul-de-sac)	396' x 27'	High	\$43,519
2. Williams Way	182' x 17'	High	\$18,094
3. Airport Road (Highlands Blvd. to Township Line)	862' x 31'	High	\$54,808
4. Rainbow Road (Lincoln Hwy. to Willow Rd.)	891' x 21'	High	\$39,425
5. Rainbow Road (Woodland Rd. to Main St.)	582' x 13'	High	\$26,928
6. North Park Avenue	36' x 44'	High	\$5,358
HIGH PRIORITY SUBTOTAL			\$188,132
7. West Chestnut Street (Oakcrest to 2 nd Ave.)	805' x 19'	Medium	\$82,517
8. Country Club Road (Lincoln Hwy. to Franklin St.)	902' x 26'	Medium	\$45,359
9. Country Club Road (Leona Ave. to Pine Valley Rd.)	1,077' x 21'	Medium	\$42,804
10. Country Club Road (Franklin St. to Leona Ave.)	1,319' x 19'	Medium	\$49,856
11. West Chestnut Street (2 nd Ave. to 1 st Ave.)	382' x 24'	Medium	\$33,974
MEDIUM PRIORITY SUBTOTAL			\$254,510
12. Rainbow Road (Willow Rd. to Woodland Rd.)	735' x 19'	Low	\$23,597
13. Rainbow Road (Main St. to Lafayette St.)	202' x 19'	Low	\$3,621
GRAND TOTAL			\$469,860

Mr. Ellis suggested bidding the six “high priority” projects and to include items 7 and 9, West Chestnut Street (Oakcrest to 2nd Avenue) and Country Club Road (Leona Avenue to Pine Valley Road). There was discussion that there could be a deduct for the West Chestnut Street work if the Township’s Public Works personnel could construct the storm sewer piping instead of the contractor. Mr. Ellis also noted curbing within the various roads will be bid as an “add item” in the event it is necessary for the Public Works personnel to perform the curbing work since it is not eligible for funding via Liquid Fuels.

After discussion, **Ms. Boyd made a motion, seconded by Ms. Yates, to authorize the 2020 Road Program to be bid out to include the scope of work as per Pennoni Associates’ letter of April 21, 2020, for items 1-6 to be include in the base bid and items 7 and 9 as alternate bid items.** The motion passed unanimously.

OLD BUSINESS

Discussion/consideration regarding Valley Township Roadmaster Position – Ms. Lewis stated that Mr. Lehenky has advised that he is resigning as Township Roadmaster as the position has

been retroactively included as a job description in the Collective Bargaining Agreement between AFSCME District Council 88/Local 1821-C. Ms. Lewis noted that a copy of that CBA addendum was included in the Supervisors' packets as well as a letter of interest for the Roadmaster position from Kris Lenhart. **Ms. Yates made a motion, seconded by Ms. Boyd, to appoint Kris Lenhart to the position of Roadmaster retroactive to January 1, 2020, at the rate of \$27.19 per hour for 2020 and \$30.39 per hour for 2021 as per the Memorandum of Agreement between AFSCME District Council 88/Local 1821-C and Valley Township.** The motion passed unanimously.

ENGINEER'S REPORT CONTINUED

Discussion/consideration to submit grant application(s) through Chester County's DCD's 2021-2022 CDBG program – Mr. Ellis reported that the County Department of Community Development opened the 2021-2022 CDBG application period earlier this week. Similar to years past, it will be a two-year application cycle. He noted that applications are due May 28, award notification is typically in November and receipt of funding/project bidding would be late spring/summer of 2021. Mr. Ellis recommended to again submit for Wagontown Road for 2022 as the County is aware of the project and can continue to seek additional funding for the large project. A list of other proposed projects were reviewed. Ms. Boyd inquired about sidewalks along Business 30. Ms. Lewis stated that there are other types of grants that would fund sidewalks and noted that the proposed Comprehensive Plan update addresses vitalization of the Route 30 corridor.

It was the consensus of the Board to pursue grant applications for Bradley Avenue Bridge Replacement, Modifications to Valley Crossing detention basin to reduce release rates to reduce downstream flooding, and resubmit Wagontown Road project.

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

The following items from the report were reviewed:

- Hillview – Ms. O'Doherty noted that the area where the restoration work was completed appears to have two trees that do not have blooms. Mr. Ellis stated he would confirm, but he believes that the maintenance period only addresses the grass.
- Comprehensive Plan – Mr. Ellis reported that the Comprehensive Plan's final draft is being finalized for presentation at the Board's May 19 meeting. The consultant would like to proceed to keep the schedule on track.
- Water & Sewer Sale – The Water Engineering Assessment report has been finalized; the Sewer Assessment is near completion.
- Water System – Pennoni prepared the Comprehensive Monitor Plans (CMP) and Uninterrupted System Service Plans (USSP) and submitted both sets of documents to DEP. These submissions should close out the associated technical violations.

Discussion/consideration regarding Chester County Department of Community Development's "opt-in/opt-out" Cooperation Agreement – A letter from the Chester County Department of Community Development was reviewed regarding the US Department of Housing & Urban

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Development's rules and regulations with respect to community participation. The opt in/opt out procedure will be effective for three years. If a municipality opts out, it cannot be the beneficiary of several types of funding such as the Community Development Block Grant program. The consensus of the Board was to take no action and therefore remaining to opt in.

Discussion/consideration to approve Escrow Release #21/Final for Oakcrest I in the amount of \$237,750.38 – Based on the Township Engineer's recommendation, Ms. Boyd made a motion, seconded by Ms. Yates, to approve Oakcrest I's Escrow Release/Final in the amount of \$237,750.38 contingent upon all professional service fees being paid. The motion passed unanimously.

MANAGER'S REPORT

Discussion regarding 5-way "STOP" in vicinity of Philadelphia Rock Gym/Animated Brewing Company – Ms. Lewis referenced an aerial map of the vicinity of the current Philadelphia Rock Gym and the new Animated Brewing Company in the area of Irish Lane, Williams Way, Mt. Airy Road, and Wagontown Road. Ms. Lewis reported that Chief Newhall has concerns regarding the sight lines and the dark area and anticipates increased traffic when the microbrewery opens. It was noted that the section of Wagontown Road in this area is state road. The other three roads – Irish lane, South Mt. Airy, and Williams Way, are township roads. It was the consensus of the Board to send a letter to District 6 office of PennDOT requesting that they do a warrant analysis for a five-way STOP intersection due to the safety concerns of sight lines, dark area, and projected increased traffic in this area. Ms. Lewis will draft the letter to PennDOT and Mr. Ellis offered Pennoni's traffic engineer to review.

At this time, Mr. Ellis signed off from the meeting.

SOLICITOR'S REPORT

Discussion/consideration to adopt a Resolution to waive penalty fees for water/sewer/trash 1Q bill – The Board reviewed a draft resolution that would waive the first quarter penalty fee ad interest for a period of time. After review of the proposed Resolution, **Ms. Yates made a motion, seconded by Ms. Boyd, to adopt Resolution 2020-13, a Resolution stating that the interest charges and penalty fees set forth in the Township's Code of Ordinances and associated schedules for the First Quarter Bills, due on April 30, 2020, shall not accrue for the period of April 30, 2020 to July 31, 2020.** The motion passed unanimously.

MANAGER'S REPORT CONTINUED

Discussion regarding software server migration – Ms. Lewis reported that the IT transition to our new system through Omega has begun. She noted that the Harris programs for accounting and utility will need to be transferred and Harris has quoted a \$500 fee to move the programs from one server to the other, configure, and test. She is looking into this proposed fee and will see if it can be waived.

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Discussion/consideration to adopt a Resolution authorizing issuance of individual procurement cards – A proposed Resolution was reviewed regarding authorizing issuance of individual procedure cards as previously reviewed with the Board several months back. Ms. Lewis noted that a draft handbook was distributed to the Board to review. The draft resolution requires that a designated individual be inserted who can enter into an Agreement with the Bank of Montreal to secure the PCards, establish monetary limited of authority for each employee's use of the PCard, establish in writing purchasing parameters, establish procedures and internal controls, etc. Ms. Lewis stated that the card program can earn the Township rebates and she estimates the Township could earn approximately \$50,000 a year. Ms. Boyd suggested rolling out the program gradually for administrative purposes. **Ms. Yates made a motion, seconded by Ms. Boyd, to adopt Resolution 2020-14, a Resolution authorizing the issuance of individual PCards and naming the Township Manager as the designated person in sections 1, 3 4, 6,7, and 8 of the Resolution.** The motion passed unanimously.

At this time, Ms. Sundquist signed off from the meeting.

NEW BUSINESS

Discussion/consideration to approve payment applications for new township building construction – **Ms. Boyd made a motion, seconded by Ms. Yates, to approve payment application for the new Township Building as follows:**

- **H.B. Frazer - \$43,994.48**
- **Trefz Mechanical Inc. - \$36,057.25**
- **The Gilbertson Group - \$44,255.50**
- **Element Environmental - \$1,421.00**
- **Element Environmental - \$931.00**

The motion passed unanimously.

Discussion/consideration to authorize transfer of funds from PSDLAF to Coatesville Savings Bank General Fund in the amount of \$126,659.23 – **Ms. Yates made a motion, seconded by Ms. Boyd, to authorize transfer of funds from PSDLAF to Coatesville Savings Bank General Fund checking account in the amount of \$126,659.23.** The motion passed unanimously.

CITIZEN COMMENTS

None

There being no further business to discuss, the meeting was properly adjourned at 9:39 p.m.

Janis A. Rambo
Township Secretary