

**MINUTES FOR NOVEMBER 6, 2019**  
**VALLEY TOWNSHIP BOARD OF SUPERVISORS**

The first monthly meeting of the Valley Township Board of Supervisors was held on Wednesday, November 6, 2019, at the Township Municipal Building, 890 West Lincoln Highway, Coatesville, PA.

The Board of Supervisors meeting was called to order by Chairwoman Patrice Proctor at 7:35 p.m. Those in attendance were Supervisors Christopher Lehenky, Kathy O'Doherty, William Handy, Joe Sciandra, and Patrice Proctor. Also in attendance were Carol R. Lewis, Township Manager; Andrew D.H. Rau, Esquire, of Unruh, Turner, Burke & Frees (Township Solicitor); and Michael J. Ellis, P.E., of Pennoni Associates Inc. (Township Engineer). Ms. Proctor noted that the Board of Supervisors met in Executive Session prior to the meeting at 6:30 p.m. to discuss matters of litigation.

**CITIZENS COMMENTS ON AGENDA ITEMS:**

None

**APPROVAL OF MINUTES:**

**Mr. Handy made a motion, seconded by Mr. Sciandra, to accept the minutes from the October 15, 2019, meeting.** The motion passed unanimously.

**PAYMENT OF BILLS:**

Ms. Lewis noted that the invoice for CSI is for our Magnet Software annual maintenance. She noted that she is trying to confirm with CSI if we can do a month-by-month agreement or a pro-rated amount should we elect over the course of the year to switch to a new system.

**Mr. Sciandra made a motion, seconded by Mr. Lehenky, to pay bills as presented.** The motion passed unanimously.

**CITIZEN'S COMMENTS:**

None

**SOLICITOR'S REPORT:**

Mr. Rau advised that his report was discussed with the Board in Executive Session.

**ENGINEER'S REPORT:**

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

- Highview Subdivision/Oakcrest Phase 2 – Mr. Ellis reported that the developer has begun work again to address items remaining on the punch list. It is hopeful that dedication could be requested by next summer.
- Valley Suburban Center – Mr. Ellis reported that they continue to respond to questions from the developer's design consultant about their HOP plans and PennDOT's comments. He noted that they are connecting to the swale in front of the Township Building. He also reported that Pennoni has safety concerns with regards the Township building access drive abutting the proposed Walter Johnson Boulevard, and has advised the developer that regardless what PennDOT may or may not require, that the Township will still want them to take out the Township building access drive and provide the two tie ins as noted on the approved Land Development Plan. Mr. Ellis stated that the projected start of the project would be late summer or fall of 2020.
- Township Municipal Complex – Mr. Ellis reported that they continue to perform construction observation during conversion of the detention basin to its permanent condition. He also noted that they are trying to push for the final paving to be done before year end, if possible.
- Pugh Property Drainage – Mr. Ellis reported that a meeting was confirmed today by Ms. Lewis with the City of Coatesville for November 13 at 10:00 a.m. Mr. Ellis stated that he would like to take measurements of the recent erosion. Ms. Lewis stated that she would coordinate. Question arose that our Public Works department has concerns that they continue to do maintenance on Glencrest Road within the City of Coatesville boundary and any potential liability. Mr. Rau advised that he would forward to the Board a legal opinion analysis.
- Sewer System – Mr. Ellis reported that sewer flows throughout the Township have returned to normal levels, approximately half of the daily flow that was experienced from August 2018 – February 2019. This is considered to be primarily due to drier weather; however, the Hayti Basin flows have decreased more significantly than the other two basins, indicating that the recent manhole and pipe repairs in the Hayti Basin were effective at reducing I&I.

1037 Manor Road Retaining Wall – Demolition began the week of August 12 and was mostly completed as of September 6. There has been limited progress since then. Pennoni staff continues to review iterative, inadequate sketches of the proposed construction from the property owner and provide repetitive comments. There have been numerous meetings with the property owner and his contractor. Notice will go out to the property owner that a new plan prepared by a licensed, professional engineer will be required for their proposed re-design based on the specific block wall materials that they are planning to use. Alternatively, they can construct the retaining wall per the previously engineered plans.

Discussion/consideration regarding Oakcrest I dedication status – Mr. Ellis reported that the developer is still working through legal documents and therefore no action is required for this evening.

Consideration to advertise Hemlock Avenue Bridge Reconstruction for bidding – Mr. Ellis distributed a revised, tentative project schedule and requested authorization to proceed to go out for bids for a bid opening on December 12, 2019, that could be considered for award at the Board's December 17, 2019, meeting. **Ms. O'Doherty made a motion, seconded by Mr. Sciandra, to authorize Pennoni Associates to advertise for bids, as per the bid advertisement requirements, for the Hemlock Avenue Bridge Reconstruction Project contingent upon authorization by Chester County Department of Community Development to proceed to bid.** The motion passed unanimously.

Consideration/discussion regarding quotes for North Park Avenue Storm Sewer Project – Mr. Ellis reported that quotes were requested from four contractors for the North Park Avenue Storm Sewer Project. Quotes were received from two and both quotes were above the public bid threshold as well as the prevailing wage requirement which would add additional costs to the project. Mr. Ellis stated that they have had discussions with the contractors to see if a change of scope could get the project below the bid threshold such as the Township purchasing the inlet, manhole, and piping. Another option would be an alternative that would close North Park Avenue for three to four days which would eliminate the cost of traffic control and a modified alternative should rock be discovered and need to be hauled. He also stated that the section of the road would need to be paved and that the scope includes a crown in the road that would assist with stormwater. Mr. Ellis stated that if this could be done this year, the Township Road Crew could place cold patch over the repair for the winter and that permanent paving could be done in the Spring. Mr. Rau noted that he does not foresee any legal issues with the paving work being done as a separate quote. Mr. Ellis noted that it could be included in the Township's 2020 Road Program. Mr. Sciandra suggested coordination with Pennsylvania American Water Company's contractor who will be paving in the Spring. Ms. Lewis noted that this project is being done through the funding from the grant provided by Senator Dinniman.

At this time, Mr. Rau departed the meeting.

#### **MANAGER'S REPORT:**

Discussion/consideration regarding Agility Program Agreement and Resolution – Ms. Lewis reviewed the PennDOT Agility Program as previously discussed and recommended to the Board Valley's participation. **Ms. O'Doherty made a motion, seconded by Mr. Handy, to authorize the signing of the Agility Agreement with PennDOT and to adopt Resolution 2019-20 that the Township Manager has the authority to sign the Agility Agreement.** The motion passed unanimously.

Discussion regarding Procurement Card Program through PLIGIT – Ms. Lewis reviewed the PLIGIT Procurement Card Program. She noted that if the Township would participate in the program, the Township would adopt an Agreement and Policy that employees who are issued a card would sign. Any abuse would be cause for termination. She also noted that individual limits would be placed on each card, but if necessary, the Administrator could increase or decrease a card for a one-time purchase, etc. She noted the main benefit is the rebate program and it is estimated that if the Township would use the card for many monthly recurring invoices – such as payment to the solicitor, engineer, etc. – the Township could see an annual rebate of \$50,000.

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

Ms. Lewis noted that there is a 6- to 8-week time frame to get the Agreements and Policy drafted and paperwork set up. She would like, if possible, to implement at the beginning of 2020. **Ms. O'Doherty made a motion, seconded by Mr. Handy, to authorize the Township Manager to begin getting the paperwork together for the PLIGIT Procurement Card Program.** The motion passed 4-0 as Mr. Lehenky was not present when the vote was taken.

Discussion regarding meeting with Freedom System Services – Ms. Lewis reviewed a recent demonstration by Freedom System Services. She stated that they offer many modules which all work together but can be tailored to the needs of the Township. She noted that the demo included the finance, billing, codes, and cashiering modules. She advised that she was very impressed with the cashiering module and thought that would be something that could be look at to purchase. There was discussion if the module would interface with the current system as well. Ms. Lewis reminded the Board that part of the Early Intervention Program would be to review the systems in place and she believes a recommendation from the EIP will be a system upgrade which could then be applicable for grant funding. Ms. Proctor expressed her concerns about looking at various programs at this time as some features may not be needed if some of the Township systems are sold.

Discussion regarding Codes Ticketing – Ms. Lewis reviewed a “Ticketing” procedure that has been adopted by several municipalities whereby an Ordinance is adopted that would allow the Code Officer to issue a “ticket” onsite, or have delivered, that would require a 7-10 day violation correction and if not corrected an initial fee/penalty would be issued that would continue with a progressive penalty fee until ultimately a citation would be issued.

Mr. Lehenky rejoined the meeting during the discussion.

Ms. Lewis inquired if the Board would like the Planning Commission to review the ordinances that she has from two other municipalities who have adopted the program or if the Board would like to review. The consensus of the Board was that they would like to review the information that she has. Mr. Sciandra expressed concerns that some aspects would not be consistent with the ICC.

Discussion/consideration regarding future budget dates – The Board agreed to set November 7, 13, and 20 at 6:30 p.m. as Budget Workshop Meetings.

New Building Owners Meeting – Ms. Lewis noted that the next “Owners Meeting” would be held on November 14.

**OLD BUSINESS:**

Discussion/consideration to waive various fees for Citation One LLC, 2 Lindberg Boulevard, Hangar 5B – Request was received from Citation One LLC requesting that fees and penalties in the amount of \$705.82 be waived. It was noted that they have paid the balance due on the account with the exception of the late fees, the water-turn off fee, and the certified letter fee. After review, **Mr. Sciandra made a motion, seconded by Mr. Lehenky, to deny the fee and penalty waiver request from Citation One LLC.** The motion passed unanimously.

**NEW BUSINESS:**

Consideration to approve the vacation carry over for 40 hours for Brian Myers – **Mr. Lehenky made a motion, seconded by Mr. Sciandra, to approve the carry over of 40 hours of 2019 vacation time to 2020.** The motion passed unanimously.

Consideration to advertise the appointment of a CPA to be made at the Organization Meeting – There was discussion regarding the appointed auditor for 2020. After discussion, **Mr. Sciandra made a motion, seconded by Mr. Lehenky, to authorize the public notice being placed advising that the Board will appoint a CPA to perform the annual audit.** The motion passed unanimously. **Mr. Sciandra made a motion, seconded by Mr. Handy, to authorize the Township Manager to issue a Request for Proposal for audit services to include an in-person presentation to the Board of Supervisors following the audit.** The motion passed unanimously.

Discussion/consideration to attend CCATO Fall Conference – After discussion, due to schedules, no one will be able to attend the Fall CCATO Conference.

Discussion/consideration regarding closing time of office on Christmas Eve – After discussion, **Mr. Sciandra made a motion, seconded by Mr. Handy, to close the office at 12:00 noon on December 24, 2019.** The motion passed with Ms. Proctor voting nay. Ms. Proctor noted that she voted nay as she felt that part of the motion should have included the starting time for the office employees working that day. Mr. Sciandra stated that the Township Manager could work out the schedule. It was noted that employees who would not be reporting that day would use their 8-hours of leave.

**CITIZEN COMMENTS:**

Theresa Smith, 50 Robinson Road – Ms. Smith discussed the new traffic pattern for Oaklyn and Robinson. She noted that there are still objects in the easements. Ms. Lewis advised that property owners who have items in the right-of-way will be getting a letter noting that they need to remove the obstruction(s). Ms. Smith stated that the day that the test was made with their RV with Township Staff and a representative of Pennoni, the police were called. She stated that when they make the turn onto Robinson, due to the 13-foot swing, they do go over the reflectors. Ms. Smith also noted that she believes there should be more signage. Ms. Lewis confirmed that additional signs will be going up and that the Police have been monitoring the area since November 1, especially during peak morning and late afternoon hours.

Marjorie Runk, 385 Rockdale Drive – Ms. Runk commented that the location on West Lincoln Highway that was posted as the future site of the Airport Diner, which has been boarded up, has many trash bags sitting outside by the garage that are now open and trash is blowing around. Ms. Lewis requested that Ms. Runk fill out a complaint form.

There being no further business to discuss, the meeting was properly adjourned.

Janis A. Rambo  
Township Secretary