

MINUTES FOR AUGUST 20, 2019 VALLEY TOWNSHIP BOARD OF SUPERVISORS

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, August 20, 2019, at the Township Municipal Building, 890 West Lincoln Highway, Coatesville, PA.

The meeting was called to order by Chairwoman Patrice Proctor at 7:42 p.m. Those in attendance were Supervisors Christopher Lehenky, Joe Sciandra, William Handy, Sr. and Patrice Proctor. 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 and personnel.

PUBLIC HEARING

As advertised, a public hearing was held to consider whether or not to consider an ordinance to amend Chapter 22 of the Code of Ordinances of Valley Township amending the definitions and sidewalk widths and establishing standards for dumpsters.

Solicitor Sundquist opened the hearing and advised that public notice was given in the *Daily Local News* on July 29 and August 5; copy filed with the Chester County Law Library; and comments received from the Valley Township Planning Commission and Chester County Planning Commission.

There being no comments from the Board, Township Engineer, or public, the public hearing was closed.

SOLICITOR'S REPORT:

Consideration to adopt an ordinance amending Chapter 22 of the Code of Ordinances of Valley Township amending definitions and sidewalk widths and establishing standards for dumpsters – Ms. Sundquist advised that following the public hearing, the Board can take action to adopt the ordinance amendment. **Mr. Sciandra made a motion, seconded by Mr. Lehenky, to adopt Ordinance 2019-04, an ordinance amending Chapter 22 of the Code of Ordinances of Valley Township amending definitions and sidewalk widths and establishing standards for dumpsters.** The motion passed unanimously.

Update regarding future of current Township Building - Ms. Lewis reported that there is an interest from Dale Frens, AIA, (Director of Restoration and Preservation) to inspect the building at the request of the County. She also stated that there is also interest from the State Historical Engineers to come out to inspect the building as well. Ms. Lewis stated that she had contacted Cindy Dunlap, DCNR, if we can perform the feasibility study as part of our grant extension. She has not heard back from Ms. Dunlap to date.

Consideration to adopt an ordinance amending the Valley Township Police Retirement Plan and to sign the Police Retirement Plan Amendment #1 – During the ratification of the current Uniform Collective Bargaining Agreement, it was agreed to amend the Police Pension Plan to include a service increment in an amount equal to \$100 per month for each complete year of accrual service an officer works in excess of 25 years up to a maximum of \$500 per month after 5 complete years of accrual service in excess of 25 years. **Mr. Sciandra made a motion, seconded by Mr. Lehenky, to adopt Ordinance 2019-05, an ordinance amending the Valley Township Police Retirement Plan and to authorize Police Retirement Plan Amendment #1 be signed by the Chairwoman.** The motion passed unanimously.

At this time, Ms. Sundquist departed the meeting.

DEPARTMENT REPORTS:

Public Safety – Chief Newhall reviewed his written report for July 2019. He noted that the recent report shows that the busiest hours of the day is between 7:00 p.m. and 8:00 p.m. and the busiest day of the week is Wednesday. He encouraged all residents to lock their car doors and to not leave their keys in the car. There has been an increase of cars being broken into that were unlocked as well as stolen cars as keys were left in the cars. He also encouraged residents to call 9-1-1 or Police Dispatch as the office is not always manned. He noted that there has been an increase in suspected child abuse cases, which most are unfounded, but these cases take up a lot of investigation hours.

Chief Newhall introduced Jennifer Schreiber who was conditionally appointed as a part-time police officer at the last meeting. She is being scheduled for her pre-employment testing.

Mr. Sciandra asked if a year-to-date comparison could be provided to the Board.

Chief Newhall asked for consideration that part-time police officers who work a “major” holiday be compensated at the overtime rate of 1.5. **Mr. Sciandra made a motion, seconded by Mr. Lehenky, to make an Administrative Amendment to the current *Personnel Manual* that part-time officers who work a “major” holiday as outlined in the Police CBA would be paid at his/her overtime rate (1.5 of base rate of pay).** The motion passed unanimously.

Consideration to approve “PlanIT Police Program” for \$1,095 per year/\$365 prorated to end of 2019 – Chief Newhall reviewed *PlanIT Police*, which is a web-based personnel scheduling system built specifically for law enforcement and its benefits. **Mr. Sciandra made a motion, seconded by Mr. Handy, to authorize the subscription to PlanIT Police at an annual cost of \$1,095 a year and to enroll for a pro-rate period of September to December 2019 at a cost of \$365 contingent upon the Township receiving compliance documentation, CJIS compliance and SOCII compliance confirmation and documentation how they secure the system.** The motion passed unanimously.

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:

- Oakcrest Phase I – Developer continues work on the punchlist items and it is still their hope to dedicate within the Liquid Fuels deadline. Construction of repairs began on August 14 and it is estimated to take three weeks to complete.
- Hillview – Pennoni performed on-site observation of the Basin #3 rehabilitation which is now complete. Remaining punchlist items are to raise a buried stormwater inlet and sanitary manhole and remove vegetation at the pump station. This work will not be completed for two to three weeks due to lead times for the inlet and manhole risers.
- Amycel – Mr. Ellis noted that the Township Manager had placed a call to Amycel reminding them that they had 90 days to record their plans after the conditional approval was granted or request an extension. There has been no response.
- Township Municipal Complex – Pennoni has performed on-site construction observations of the internal roadways and stone subbase for the parking lot porous paving. They also attended a field meeting with PennDOT about the upcoming connection of the driveway paving to West Lincoln Highway. Mr. Ellis noted that paving is to be done this Thursday and Friday. The porous paving will be done on a Saturday which has not yet been determined.
- MS4/TMDL – Pennoni received a draft MS4 permit from DEP in response to the April 2018 submission and the draft permit is out for public review. Pennoni will review and provide any comments to the Township. Preparation of the 2019 annual MS4 report, which is due on September 30, 2019, is ongoing.
- EAC Meeting – Mr. Ellis stated that he attended the EAC meeting of August 15 along with Township Manager, Carol Lewis. This meeting served as a “re-kick off” meeting and the group organized and set several initiatives to include having a program at Valley Day, helping with clean up, and recycling including working with Rainbow Elementary School. Mr. Sciandra suggested that reinforcing “nothing down the drains” would also be a good educational initiative. Another potential project is tree planting.
- Irish Alley Pavement Damage – Work was done today by the owner’s contractor.
- 752 Wagontown Road – Pennoni responded to questions from a potential applicant regarding permitting, utility, and stormwater management requirements for renovation of an abandoned barn into a multi-family residential use. A pre-application meeting is scheduled for August 23.
- 1037 Manor Road Retaining Wall – Demolition began the week of August 12. The contractor is proposing a revised wall replacement approach with cast-in-place concrete instead of the previously designed segmental block walls. The Township Codes Officer and contractor were notified that new design plans need to be provided for review and approval.

PLANNING COMMISSION:

Bruce Manning gave the Planning Commission update from their August 13, 2019, meeting. He reported that a concept plan was presented to the Planning Commission for 55 Glencrest Road.

The prospective developer was interested in veterans housing and possible additional uses. It was noted that the property is currently in the conservation district due to steep slopes and would need to be rezoned to R2 for 55-plus and veteran housing. The Planning Commission encouraged him to look into the zoning and land development requirements.

Mr. Manning also reported that the Planning Commission reviewed the Park Ordinance draft. Ms. Proctor inquired if the Parks and Recreation Authority would have a chance to review. At the present time, Ms. Lewis is reviewing and confirmed that she would have the latest draft to the Parks and Recreation Authority for their meeting on August 27.

At this time, Mr. Ellis departed the meeting.

CITIZENS COMMENTS ON THE AGENDA:

None

APPROVAL OF MINUTES:

The approval of the August 6, 2019, meeting was tabled as two members present were not at the August 6, 2019 meeting.

TREASURER’S REPORT:

The Treasurer’s Report was reviewed. Ms. Lewis noted that she would be scheduling a budget meeting with the Supervisors.

PAYMENT OF BILLS

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

BOARD GENERAL COMMENTS:

Ms. Proctor noted that there will be a concert on September 7, 2019, at 12:00 noon at the Westwood Fire Company with “Blue Philly Magic” performing. She also noted that the annual Valley Day would be held on September 28 from 11:00 am to 4:00 pm with a rain date of September 29.

DEPARTMENT REPORTS CONTINUED:

Fire/EMS – The monthly reports from Westwood were provided.

Emergency Management – Mr. Sciandra reminded everyone that storms and flash flooding can happen very quickly and to be prepared. He also noted, “turn around; don’t drown”, cautioning people not to drive through high water. The annual fall CERT classes will begin on September 16 at the Training Center in South Coatesville. Registration can be done online through the Chester County Training website.

CITIZEN COMMENTS:

None

MANAGER'S REPORT:

Covanta Agreement – Ms. Lewis reported that she is waiting for the Agreement, with Valley Township Solicitor's changes, to be forwarded from Covanta for the electronics disposal.

OLD BUSINESS:

Consideration/Discussion regarding selection of an IT carrier – Mr. Sciandra reviewed the proposals from ComStar and Omega for IT services. He stated that it was his opinion that Omega offered more options and incentives. After discussion, it was the consensus of the Board to proceed to move forward with Omega to obtain all paperwork and contract/agreement for the Township Solicitor to review.

Consideration to extend Hill International contract – It was noted that the current extension expires on August 31, 2019. **Mr. Sciandra made a motion, seconded by Mr. Lehenky, to extend the services of Hill International, Inc. from September 1, 2019 to October 31, 2019 for four (4) days per week, to include \$200 in expenses, at a monthly fee of \$17,880 as per their extension letter of July 24, 2018.** The motion passed unanimously.

NEW BUSINESS:

Discussion/consideration to authorize payment to W. J. Stickler Signs in the amount of \$32,931.40. – **Mr. Handy made a motion, seconded by Mr. Lehenky, to authorize the payment of \$32,931.40 to W. J. Strickler Signs for the digital sign at the new Township Building.** The motion passed unanimously. Ms. Lewis noted that a 10% retainage is still being held by the Township.

Ratification to authorize paving of Mt. Carmel Road at a cost not to exceed \$2,500 – **Mr. Sciandra made a motion, seconded by Mr. Handy, to ratify the authorization to pave Mt. Carmel Road, within Valley Township's border, at a cost not to exceed \$2,500 in conjunction with the paving of the road being done in East Fallowfield Township.** The motion passed unanimously.

Mr. Handy made a motion, seconded by Ms. O'Doherty, to authorize payment of bills as presented. 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.

CITIZEN'S COMMENT:

None

There being no further business to discuss, the meeting adjourned at 8:40 p.m.

Janis A. Rambo
Township Secretary