

MINUTES FOR OCTOBER 20, 2020
VALLEY TOWNSHIP BOARD OF SUPERVISORS

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, October 20, 2020, via virtual meeting through *Go To Meeting*.

The Board of Supervisors meeting was called to order by Chairwoman Patrice Proctor at 7:30 p.m. Those participating in the meeting were Supervisors Kathy O'Doherty, Sharon Yates, Carmen Boyd and Patrice Proctor. Supervisor Christopher 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. and Kris Lenhart, Roadmaster – 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. Proctor noted that the Board of Supervisors met in Executive Session prior to the meeting to discuss matters of litigation and personnel.

APPROVE MINUTES AS WRITTEN

Ms. O'Doherty made a motion, seconded by Ms. Yates, to approve the minutes of the October 6, 2020, Board of Supervisors meeting. The motion passed unanimously.

APPROVE PAYMENT OF BILLS

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

BOARD GENERAL COMMENTS

Ms. Proctor noted that leaf collection throughout the Township will be held on November 2, 9, 16, 23 and 30. She also noted that the compost site would be open on November 14 at 2240 Upper Gap Road from 8:00 am to 2:00 pm. She also noted that the Township is accepting letters of interest for the Township Historic Committee and an opening on the Environmental Advisory Council.

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.

CITIZEN REQUEST TO BE ON THE AGENDA

None

DEPARTMENT REPORTS

Police – Chief Newhall advised that Wednesdays between 7:00 p.m. and 8:00 p.m. are the busiest time. He reported that the new police car is in service; the donated car needs to be equipped with a back seat. There were 108 pounds of drugs that were collected in the drop off box in the last six months that were processed. He noted that needles are not accepted in the drug collection box.

Fire/EMS – Chief McWilliams reviewed the monthly reports. For the Westwood Fire Company, there were 22 total calls for September of which 12 calls were in Valley Township. The Westwood Ambulance Division responded to 108 calls of which 74 were in Valley Township.

Emergency Management – No report.

Public Works – The written monthly report was provided to the Board of Supervisors. Mr. Lenhart reported that this morning he responded to Valley Road about a report of trucks backed up trying to turn around on Hemlock. He stated that previously Pennsylvania American Water Company's contractor had asked about parking equipment on streets which was permitted as long as they did not block the streets to traffic and that they would fix any damage that the equipment might cause. When he arrived, he noted that they had Oak Avenue shutdown. He placed a call to Jim Kelly of PAWC. A meeting will be scheduled with the Township, Westwood Fire Company, PAWC and PennDOT regarding their detour and signage concerns. Chief McWilliams noted that the construction has been causing issues on Valley Road and that the crossover work nearing the Fire House may cause delayed response time getting out. He noted that trucks are turning around at the firehouse and near the area of Hemlock where the Township's work was recently completed. Ms. Yates noted that she had contacted Senator Dinniman's office about the timeframe of work remaining on this project which they noted could continue until at least the Spring of 2021 or through the Summer of 2021. Mr. Lenhart also noted that it was observed that the PAWC contractor was pumping waste from PAWC's manhole into a Valley Township manhole. This was documented and PAWC was also contacted. Usage will be reviewed during the last two weeks. Mr. Lenhart also reported that all remaining salt from the 2019/20 CoStars contract has been delivered to avoid any storage fees. All fall bulk trash collections have been completed.

Codes – Ms. Yates noted that the septic management letters had gone out in September. She reviewed building permit applications in September were 31 and 5 applications have been received to date in October. Ms. O'Doherty inquired about septic reporting if it includes reports to the County or DEP. Ms. Yates noted that reports are not forwarded to either the County or DEP and Mr. Ellis noted that DEP could check to ensure that we are collecting the data as it is part of our Act 537 Plan.

EAC – Ms. Yates noted that EAC members walked the Township Complex and noted lots of potential for projects.

Administration – The monthly administration report was distributed to the Board noting professional fee billing for the month, utility billing activity, real estate and EIT/LST collection and right-to-know activity for the month. Ms. Proctor noted the zoning hearing recently held on October 7 did not have the zoning officer present to verify testimony by the applicant. It was also noted that there is another zoning hearing scheduled on October 22 which the Township will enter an appearance.

Workplace Safety Committee – It was noted that the Wildlife signs would be ordered for the Parks and Municipal Complex. It was noted that the Confined Space Training was completed on October 19.

PLANNING COMMISSION REPORT

Tamarkius Roby reported on the October 13, 2020, Planning Commission meeting. He noted that the Commission reviewed the proposed to provide for notification of a plan review and other miscellaneous provisions. The Commission voted to recommend the Township to adopted the proposed ordinance.

Ms. Sundquist advised that the proposed ordinance has been referred to the Chester County Planning Commission and will be scheduled for consideration at the Township's second meeting in November.

SOLICITOR'S REPORT

Ms. Sundquist advised that she did not have any items for this evening's meeting.

ENGINEER'S REPORT

Discussion regarding Westwood truck restrictions – Mr. Ellis advised that there were discussions regarding the truck on Valley Road that are detouring and turning around on roads in the Westwood area. He noted that a meeting was held with Ms. Yates, Mr. Lenhart, and himself to restrict trucks on certain roads and to designate signage. It was noted that 10 signs would need to be posted. Chief Newhall also noted that there are low hanging wires in certain areas as well. Length of trucks was also discussed. After discussion, a proposed ordinance will be drafted for review..

At this time, Ms. Sundquist departed the meeting.

The Engineer's Report was distributed and is on file at the Township Office.

Mr. Ellis reviewed the following items from the written report:

- Oakcrest Phase II – Punch list construction work is continuing. Reviewed multiple revised versions of plans proposing to regrade the open space area behind West Chestnut Street with excavated soils from the infiltration bed. Pennoni also attended a conference call meeting with the HOA to answer questions about the regrading plan.
- Chester County Airport – Pennoni attended a stormwater design pre-application meeting with the design consultant.
- Township Municipal Complex – Awaiting cost quotes from contractors for the proposed detention basin underdrain pipe to address the spring seeps and standing water. Awaiting a response from CCD to determine whether additional permitting will be required for the underdrain. He noted that they coordinated with Hill International on sitework punchlist items. A letter was prepared and concept sketch of proposed Lincoln Highway eastbound left turn lane re-striping, guiderail, and access drive signage. The documents will be submitted to the Township for submission to PennDOT to request a field meeting. Pennoni received equipment documentation for the generator and HVAC equipment. The information is being evaluated to determine options and spacing for enclosures and protection.
- Concord Street Reconstruction – Witnessed the contractor's test pits to verify utility depths and locations. Water mains and services were found in different locations and depths than expected, and a gas main was identified that was not provided in the original PA One Call. This caused conflicts with the storm sewer design. We have re-evaluated and re-designed the storm sewer design accordingly to avoid conflicts, including coordination with PAWC to replace certain conflicting water services. Revised plans are currently under review by PAWC and Marino. Pennoni also revised videos of the sanitary sewers in Concord Street and no notable deficiencies were observed. Construction shop drawings were reviewed. Also prepared an update notice for hard copy distribution to residents. Weekly updates will be provided on the Township website moving forward. The utility conflicts have extended the start date; Marino now anticipates construction will begin by November 2.
- Water and Sewer Sale – Continue discussions of assets and questions with Valley and AWC's transaction teams. Pennoni provided information as requested and attended weekly progress conference calls with the transaction team. PUC filings were made by PAWC on October 9. We also responded to questions from PAWC's consultant on the Act 537 update for Valley Township that they are preparing.

Ms. O'Doherty inquired about 1037 Manor Road Retaining Wall that continues to have no activity. Mr. Ellis advised that he would follow up when work will be completed and outstanding professional fees.

Discussion regarding MultiModal grant application for Wagontown Road – It was noted that the Township was notified that they are being awarded a CDBG grant in the amount of \$500,000 from the County Planning Commission. The overall project is estimated at \$2,000,000. Design estimate is \$200,000 and PAWC has offered \$100,000 towards the engineering design. Mr. Ellis reviewed two additional grant programs. There is a PennDOT Multimodal Transportation Fund (MTF) grant program. DCED also has a nearly identical grant program funded through CFA; however, it offers more flexibility than PennDOT's program particularly on match funding. The PennDOT MTF application would be due on November 6, 2020. The CDBG funding is not

eligible; however, a letter can be sent to the Secretary of Transportation with the application to request a waiver. The grant through the Commonwealth Financing Authority (CFA) would be open perhaps in the spring or summer of 2021 and it is not known if the no match required for municipal application in 2017-2020 would be extended after 2020.

Ms. O’Doherty made a motion, seconded by Ms. Yates, to adopt Resolution 2020-25, a resolution authorizing the PennDOT MultiModal Grant Application be submitted and authorizing the Township Chairwoman and Vice Chairwoman authority to sign on behalf of the Township and to include a letter requesting consideration to waive the matching funds. The motion passed unanimously.

At this time, Mr. Ellis departed the meeting.

OLD BUSINESS

Discussion/consideration to extend Hill International Contract – **Ms. Yates made a motion, seconded by Ms. Proctor, to extend the Hill International Contract, which would expire on October 31, 2020, on an as needed, three-day basis subject to the provisions in the Township’s letter of August 19, 2020.** The motion passed 3-1 with Ms. O’Doherty voting nay.

Consideration regarding selection of webmaster/website maintenance – Proposals and websites were reviewed. After review of samples of websites by possible providers, **Ms. O’Doherty made a motion, seconded by Ms. Yates, to enter into an Agreement with CivicPlus for the Township’s website under their four-year plan.** The motion passed unanimously.

NEW BUSINESS

Discussion/consideration to approve payment applications for new township building construction – **Ms. O’Doherty made a motion, seconded by Ms. Yates, to approve payment application for the new Township Building for H. B. Frazer Company in the amount of \$9,756.05.** The motion passed unanimously.

Discussion/consideration to codify Ordinance 2020-02 with General Code – **Ms. Yates made a motion, seconded by Ms. Boyd, to authorize the codification with General Code per their quote in the amount of \$760-\$935.** The motion passed unanimously.

Consideration to set interview date with Building Maintenance Laborer candidate – The Board set Friday, October 23, at 10:00 a.m. to meet with a Building Maintenance Laborer candidate. Virtual participation will be set up.

Discussion/consideration to transfer \$500,000 from PLIGIT Prime Account to Coatesville Savings Bank/Prosper Bank Sewer Fund Checking Account – **Ms. Boyd made a motion, seconded by Ms. O’Doherty, to transfer \$500,000 from the PLIGIT Prime Account to Prosper Bank Sewer Fund Checking Account.** The motion passed unanimously.

Discussion/consideration to appoint an Assistant Township Manager – Ms. O’Doherty noted due to Ms. Lewis’ medical leave status, Ms. Rambo has been assigned tasks that the Township Manager would take care of and felt that she should be recognized as Assistant Township Manager. Ms. Yates inquired if a job description for Assistant Township Manager was developed. Ms. Boyd and Ms. O’Doherty felt that a job description could be adapted from PSATS samples. **Ms. Boyd made a motion, seconded by Ms. O’Doherty, to appoint Janis Rambo as Assistant Township Manager/Secretary.** The motion passed with Ms. Yates voting nay.

CITIZEN COMMENTS

None

There being no further business to discuss, the meeting was properly adjourned at 10:50 p.m.

Janis A. Rambo
Township Secretary