

## **MINUTES FOR NOVEMBER 17, 2020 VALLEY TOWNSHIP BOARD OF SUPERVISORS**

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, November 17, 2020, via virtual meeting through *Go To Meeting*.

The Board of Supervisors meeting was called to order by Chairwoman Patrice Proctor at 7:51 p.m. Those participating in the meeting were Supervisors Christopher Lehenky, Kathy O'Doherty, Sharon Yates, Carmen Boyd and Patrice Proctor. 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, personnel and properties.

### **PUBLIC HEARING**

As advertised, a public hearing to consider and immediately thereafter during its regular meeting decide whether or not to enact an ordinance amending the Code of the Township of Valley, as amended, at sections 22-203, 22-304, and 22-306 to provide for notification of plan review and other miscellaneous provisions contained herein. Section 1 amends §22-303.7.A to require neighbor notifications prior to the first planning commission meeting where the preliminary plan will be reviewed. Section 2 amends §22-304.5.A to require neighbor notifications prior to the first planning commission meeting where the final plan will be reviewed. Section 3 amends §22-306.2 to require a minor preliminary plan application to comply with the final plan notification procedures. Section 4 provides for repealer. Section 5 addresses invalidity. Section 6 authorizes General Code to make non-substantive changes. Section 7 provides for an effective date.

Ms. Sundquist opened the public hearing and reviewed the proposed ordinance and reviewed the Exhibit list: B-1 – Ordinance; B-2 – proof of publication in *Daily Local News* on November 2, 2020, and November 9, 2020; B-3 – Township Planning Commission recommendation/draft meeting minutes of October 13, 2020; and B-4 – Chester County Planning Commission review dated November 5, 2020.

Ms. Sundquist opened the hearing for discussion by the Valley Township Board of Supervisors. Ms. Proctor stated that she feels the ordinance amendment is needed; Ms. O'Doherty and Ms. Yates concurred.

There were no comments from the public. The hearing was closed.

**CITIZEN COMMENTS ON AGENDA ITEMS**

None

**APPROVE MINUTES AS WRITTEN**

**Ms. Boyd made a motion, seconded by Ms. O’Doherty, to approve the minutes of the November 5, 2020, Board of Supervisors meeting.** The motion passed unanimously.

**APPROVE PAYMENT OF BILLS**

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

**BOARD GENERAL COMMENTS**

Ms. Proctor noted that leaf collection will continue on November 23 and 30. She also reviewed the upcoming trash and recycling collection for the Thanksgiving Holiday.

**CITIZEN REQUEST TO BE ON THE AGENDA**

None

**DEPARTMENT REPORTS**

Police – Chief Newhall reviewed the Department report for October noting there were over 1,000 calls for October and 44 assists to other agencies. He noted that a neighboring department has started using the same computer record keeping system that we do so we will be able to share criminal justice information with each other that will assist in investigations. The contents of the prescription drug collection box resulted in 108 pounds of drugs taken to the DEA.

Fire/EMS – Chief McWilliams reported that Westwood Fire Company responded to 22 calls in October, of which 13 were in Valley Township. Westwood Ambulance responded to 113 calls in October, of which 75 were in Valley Township. Ms. Proctor thanked Westwood Fire Company for supplying lights at Rainbow on Election Day and Ms. Yates thanked Westwood Fire Company for the voting location signs for Valley South.

John Sly advised that they were in receipt of the Board’s letter advising the change in fuel cards and vehicle liability insurance coverage for 2021. He also noted that the Board had on their agenda this evening to consider public inspection of the 2021 budget and inquired if the Board was able to provide additional funding to Westwood Ambulance for 2021 for ALS service. He reviewed the recent news articles regarding the possibility of Tower Health selling Brandywine Hospital in 2021 and the impact.

Emergency Management – No report.

Public Works – The written monthly report was provided to the Board of Supervisors. Ms. Proctor noted that it is very dark on the north end of the Township Building. Alternatives to provide more lighting will be explored.

Administration – Monthly report was distributed. A draft winter newsletter had been distributed to Board members for input and it was noted that an initial meeting was held to begin the layout of the new website with CivicPlus.

Codes – Ms. Yates reviewed the number of permit inspections during the month and permit revenue year to date.

Workplace Safety Committee – It was noted that the Committee was reviewing a COVID plan for when the building opens to the public. It was noted that new guidelines were issued today from the Commonwealth which the Township will need to update. Ms. O’Doherty reviewed the process that Coatesville Police Department uses to sanitize their police cars with a sprayer. Chief Newhall stated that Valley continues to wipe down their vehicles after use.

## **PLANNING COMMISSION REPORT**

It was noted that the Planning Commission did not meet in November.

## **SOLICITOR’S REPORT**

Discussion/consideration to adopt an Ordinance amending the Code of the Township of Valley, as amended, at Sections 22-3030, 22-304, and 22-306 to provide for the notification of plan review and other miscellaneous provisions – **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to adopt Ordinance 2020-03, an Ordinance amending the Code of the Township of Valley, as amended, at sections 22-203, 22-304, and 22-306 to provide for notification of plan review and other miscellaneous provisions contained herein.** The motion passed unanimously.

Discussion/consideration to adopt a Resolution for an Intermunicipal Agreement between the County of Chester and Valley Township to provide processing and marketing services generated by municipal recycling programs and discussion/consideration to send notice to Eagle Disposal, Inc. to terminate recycling process agreement effective December 31, 2020 – It was noted that Eagle Disposal advised the Township that the 2021 recycle processing rate would be \$65 a ton; up from \$40 per ton in 2020. The County P&M rate, based on the market, has been trending down and in October was \$25.25 per ton and November’s rate is slightly under \$25 a ton. Notice of an increase was received after the 90 days’ notice under the current Agreement. **Ms. O’Doherty made a motion, seconded by Ms. Yates, to authorize the Assistant Township Manager/Secretary to send a Notice of Termination letter to Eagle Disposal, Inc. effective December 31, 2020.** The motion passed unanimously. **Ms. O’Doherty made a motion, seconded by Mr. Lehenky, to sign Resolution 2020-26, a Resolution to enter into an Intermunicipal Agreement between the County of Chester and Valley Township to provide processing and marketing services.** The motion passed unanimously.

## NEW BUSINESS

Consideration to authorize notice of public inspection of the 2021 Budget for consideration of adoption at the public meeting of December 15, 2020 – After discussion, it was the consensus of the Board to table the decision regarding public inspection of the 2021 Budget and stated that they would meet to discuss on November 23, 2020, at 6:00 p.m.

## ENGINEER'S REPORT

Discussion/consideration to accept Valley Square Development Associates' request to amend the waiver/modification of Section 304.8 to grant a further extension of the time frame to record the Valley Suburban plans up to and including June 14, 2021 – It was noted that Valley Square Development Associates continue to work on the PennDOT Highway Occupancy Permit and the financial security documents. **Ms. Boyd made a motion, seconded by Ms. O'Doherty, to accept Valley Square Development Associates' request to a waiver/modification of Section 304.8 to grant a further extension of the time frame to record the Valley Suburban plans up to and including June 14, 2021.** The motion passed with Mr. Lehenky voting nay.

Discussion/consideration to accept extension of review time to March 10, 2021, for Micronic Manufacturing USA – **Ms. Yates made a motion, seconded by Ms. O'Doherty to accept Micronic Manufacturing USA's extension of review time to March 10, 2021.** The motion passed unanimously.

Discussion/consideration of quote for construction of the detention basin underdrain at the Township Complex – Ms. Ellis reported that a quote from a potential contractor was not received in time for tonight's meeting. This item was tabled.

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:

- 2020 Road Program – Pennoni has continued coordinator with the contractor to address one remaining punchlist item – missing steps in an inlet – and for scheduling of Country Club Road striping. The road striping is scheduled for November 16.
- Concord Street Reconstruction – Pennoni performed construction observation and engineering office support during the start of construction he week of November 9 – 13, specifically for storm sewer installation at the intersection of Concord Street and West 11<sup>th</sup> Avenue. They also prepared the weekly update notices for the Township's website.
- Wagontown Road PennDOT MTF Grant Application – Grant application was finalized and submitted for \$1.5 Million to obtain additional funding to supplement the PAWC and CDBG funding.
- West Lincoln Highway Corridor Plan VPP Grant – Mr. Ellis noted that the Township received notification today of the grant award in the amount of \$30,500.

Discussion/consideration to request PennDOT to perform traffic study to reduce speed on Business 30/West Lincoln Highway to 35 mph (end of school zone to Valley/Sadsbury Township Line) – The Board discussed the traffic concerns during this stretch of road. Ms. O’Doherty inquired if it would be advantageous to request Sadsbury Township’s support and to expand the study west to Sadsburyville where the speed limit then goes to 30 mph. The consensus of the Board was to reach out to Sadsbury Township for support and then request the study from PennDOT.

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. O’Doherty, to extend the Hill International Contract, which would expire on November 30, 2020, on an as needed, three-day basis subject to the provisions in the Township’s letter of August 19, 2020.** The motion passed unanimously.

Consideration regarding meeting platform for December 2020 – **Ms. O’Doherty made a motion, seconded by Mr. Lehenky, to set the platform for all Township meetings in December 2020 and January 2021 as virtual using the *Go To Meeting* platform and to set the annual Organization Meeting for January 4, 2020, at 7:00 p.m.** The motion passed unanimously.

## **NEW BUSINESS CONTINUED**

Discussion/consideration to approve payment applications for new township building construction – **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to approve payment application for the new Township Building for H. B. Frazer Company for Application #21 in the amount of \$39,679.22; H.B. Frazer Company for Application #22 in the amount of \$14,876.78; and Jay R. Reynolds for Application #14 in the amount of \$61,691.24.** The motion passed unanimously.

Discussion/consideration to authorize wire transfer from PSDLAF to Prosper Bank General Fund checking account in the amount of \$126,003.29 – **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to authorize the wire transfer from PSDLAF to Prosper Bank General Fund checking account in the amount of \$126,003.29.** The motion passed unanimously.

Consideration to change Healthcare Plan to begin healthcare coverage following 60 days of employment effective 1/1/2021 and to amend the *Personnel Manual* accordingly – **Ms. O’Doherty made a motion, seconded by Ms. Yates, to change the Healthcare Plan to begin healthcare coverage following 60 days of employment effective 1/1/2021 and to amend the *Personnel Manual* accordingly.** The motion passed unanimously.

Consideration to accept proposal for blinds for east facing windows in the Public Meeting Room from Budget Blinds in the amount of \$2,140.10 – The proposal from Budget Blinds was reviewed. Ms. O’Doherty noted that she does not believe the South End exit door was included

in the proposal. **Ms. O’Doherty made a motion, second by Ms. Boyd, to accept the proposal from Budget Blinds in an amount not to exceed \$2,500 to include the exit door shades if not included in the proposal dated November 11, 2020.** The motion passed unanimously.

Discussion/consideration to permit Brian Myers to carry over 40 hours of 2020 vacation to 2021 – Ms. O’Doherty made a motion, seconded by Ms. Boyd, to permit Brian Myers to carry over 40 hours of 2020 vacation into the first quarter of 2021 at the 2020 pay rate. The motion passed unanimously.

Discussion/consideration to permit Janis Rambo to carry over 40 hours of 2020 vacation to 2021 – Ms. Boyd made a motion, seconded by Ms. O’Doherty, to permit Janis Rambo to carry over 40 hours of 2020 vacation into the first quarter of 2021 at the 2020 pay rate. The motion passed unanimously.

Consideration to advertise to appoint auditor (CPA) at organization meeting – Ms. Boyd made a motion, seconded by Ms. Yates, to authorize the advertisement that the Board of Supervisors will appoint an auditor (CPA) at the organization meeting. The motion passed unanimously.

Discussion/consideration to accept Kelly Young’s resignation effective November 27, 2020, and authorize posting and advertising of Assistant Clerk 1 position – Ms. Boyd made a motion, seconded by Ms. Yates, to accept Kelly Young’s resignation effective November 27, 2020 and to authorize the posting and adverting of the Assistant Clerk 1 position. The motion passed unanimously. Applications will be accepted to December 5, 2020.

## **CITIZEN COMMENTS**

None

There being no further business to discuss, the meeting was properly adjourned at 10:24 p.m.

Janis A. Rambo  
Township Secretary