

MINUTES FOR JULY 21, 2020
VALLEY TOWNSHIP BOARD OF SUPERVISORS

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, July 14, 2020, via virtual meeting through *Go To Meeting*.

The Board of Supervisors meeting was called to order by Chairwoman Patrice Proctor at 7:40 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. (Township Engineer); and Kris Lenhart, Roadmaster.

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 this evening's meeting at 6:00 p.m to discuss personnel issues.

CITIZEN COMMENTS ON AGENDA ITEMS

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.

Allison Roelof, 1075 Front Street – Ms. Roelof advised that she felt there should be access to all documents that the Board is considering. Ms. O'Doherty, who briefly took over for Ms. Proctor as she was having difficulty with her audio, stated that Ms. Roelof's eMail to the Township Secretary was forwarded to the Board prior to the start of the meeting. Ms. O'Doherty stated that many documents are just received prior to the meeting and that the Solicitor has advised that this is a decision that is up to the Board. Ms. O'Doherty noted that they would take this suggestion, as well as digitally recording of the meeting, under advisement.

APPROVE MINUTES AS WRITTEN

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

APPROVE PAYMENT OF BILS

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

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The motion passed unanimously.

BOARD GENERAL COMMENTS

Ms. Proctor noted that a Public Hearing will be held to hear comments on the Comprehensive Plan Update prior to the start of the Board's August 18, 2020 meeting. Upcoming yard waste collection for August was noted. The next mattress and tv collection will be held on July 27; pre-payment is required.

CITIZENS REQUEST TO BE ON THE AGENDA

Michael Eric, 359 Glencrest Road – Mr. Eric was not present.

Trisha Brautigam, 245 Thia Court – Ms. Brautigam requested approval for a block party on August 15, 2020, beginning at approximately 1P:00 p.m. She requested that a section in the middle of their block be able to be blocked off to allow kids to play freely without the risk of traffic. It was proposed that games and snacks would be provided that observe social distancing and CDC guidelines. It was noted that the estimated participation could be between 50 and 75 people and would include those who people who reside within that block. She noted that participants would be identified by wearing a wristband. It was estimate that the event would end between 4:00 and 6:00 p.m. She confirmed that trash and recycling would be addressed and emergency services would be able to get through if needed.

Ms. O'Doherty made a motion to approve the block party request. A participant on the call noted that COVID cases are rising in the area. Louise Smith questioned how would they ensure that others from outside their street would not attend.

After further discussion; **Ms. O'Doherty withdrew her motion. Ms. Boyd made a motion, seconded by Mr. Lehenky, to table any decision to August 4, 2020.** The motion passed unanimously.

Toni Morton, 924 West Lincoln Highway – Ms. Morton inquired about that the status of her complaint regarding the flood issues on West Lincoln Highway near her home. She noted that even after the recent days of heat and humidity, she has standing water in her basement and is concerned of cars hydroplaning on West Lincoln Highway during a storm. Mr. Lehenky stated that he has called PennDOT twice about this issue as it is a State road. Mr. Lenhart also stated that he, as well as Township Manager Carol Lewis, have contacted the PennDOT local rep about the issue as well. Mr. Lenhart also stated that he would provide Ms. Morton with the number to contact PennDOT as well as well as a video that he has of water flowing in that area. Mr. Lenhart noted he has advised PennDOT that their stormwater inlets are clogged completely and need cleaned. Ms. Proctor noted that she does not believe there are enough inlets in Quiet Village; Mr. Lehenky noted that there are the same issues on the West Side as well. Ms. O'Doherty recommended that there be a written follow up to the calls to PennDOT.

DEPARTMENT REPORTS

Police Report – The Chief's report for the month of June was distributed to the Board.

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Fire/EMS – No reports were received from Westwood. Mr. Lehenky noted that he does not recall seeing any reports for a few months.

Emergency Services – No report was provided. Ms. O’Doherty noted that the Board has not seen a report from Emergency Management in a while.

Public Works – Written report for the month of June was provided to the Board. Mr. Lenhart highlighted items from the report to include: trash and recycling are on schedule; personnel are mowing the Township parks and properties; installed road closed to the left on Manor Road for traffic turning left on Wagontown Road; inlet addressed and hot mix placed on Sheller Avenue; one water turn off; and weekly station checks completed. Mr. Lenhart reported that the new truck was delivered and it and two other trucks had the new Township seal installed.

- Consideration of 2020 hydrant flushing schedule – The proposed 2020 schedule was reviewed. It was suggested to move the two areas scheduled for July to September to allow time to post on website, etc. The Board concurred to move forward with the schedule with the changes suggested this evening.
- Consideration to accept the resignation from Matthew Ronca - Mr. Lenhart reviewed that Mr. Ronca had notified the Township of his resignation as Laborer effective July 30, 2020. **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to accept the resignation of Matthew Ronca effective July 30, 2020.** The motion passed unanimously.
- Consideration to approve posting and advertising of laborer position – **Ms. Yates made a motion, seconded by Ms. Boyd, to approve the posting and advertising for a full-time labor position with a deadline to submit an application of August 7, 2020.** The motion passed unanimously.
- Consideration regarding storage of sodium chloride under 2019-2020 CoStars contract – Mr. Lenhart reviewed that the Township, due to the mild winter, did not use the minimum 60% requirement of the tons projected. He noted that Eastern Salt has agreed to defer storage fees for the 2019-2020 contract until October 31, 2020. Mr. Lenhart advised that he feels that the Township can store the remaining 464 tons on property which will include stockpiling and tarping. **Ms. Yates made a motion to take delivery of the remaining 464 tons prior to October 31, 2020 to avoid the storage fee. The motion was seconded by Ms. O’Doherty and the motion passed unanimously.**

Administration – Due to staffing and tasks associated with the new building move, no report was provided.

Codes – Ms. Yates reported that inspections started back up in late June. She noted that the annual rental registration has exceeded budget.

Safety – Annual Workplace Safety Committee Training has been scheduled for October which is a requirement for the recertification. Ms. O’Doherty stated that a few meetings ago, wildlife signage was forwarded to the Board from the Committee and asked that it be revisited at an upcoming meeting.

PLANNING COMMISSION REPORT

Mr. Burt provided the report from the Commission's meeting of July 14, 2020. Hw noted that the Commission reviewed the Plan Review for Valley View Business Park, Lot 7/Little Red Dog LLC (Cigas Machine Shop). The Planning Commission recommends final approval conditioned upon the conditions in Pennoni Associates' July 13, 2020 review letter be addressed. He also reported that the Woodland Protection Zoning Amendment was reviewed. Mr. Burt also noted that there was a presentation by Micronics who had recently submitted a plan. Doug Howe had explained that he proposed site is a six acre parcel on Aviation Way off Business Route 30. A 30,000 square foot building is proposed and Micronics will occupy 50 percent of it. Micronics use will be for manufacturing, processing, and offices. The other 50% of the building will be for spare or tenant, depending how the business does. Plan will be on the August agenda.

The Planning Commission also asked if they could receive the agendas and plan reviews a bit earlier than the scheduled meetings. The Township Secretary, who currently issues the agenda on the Friday before the meeting, stated that the agenda could be issue earlier. The Planning Commission also asked about a cloud base for sharing documents. It was noted that there could be possibilities on the Township's new IT platform being transitioned as part of the new building IT program.

SOLICITOR'S REPORT

Ms. Sundquist stated that she has reviewed items of personnel in Executive Session and will answer any questions being addressed under the Engineer's Report.

ENGINEER'S REPORT

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

The following item from the report was reviewed:

- Wagontown Road Reconstruction Project – Mr. Ellis reported he was able to receive in writing a letter from Pennsylvania American Water that they would fund up to \$100,000 for engineering design work. This letter was forwarded to the County from the Township for consideration for additional funding by the County for the design work which is not included as part of the funding in the CDBG application.

Discussion/consideration regarding Valley View Lot 7/Little Red Dog LLC (Cigas Machine Shop) – Mr. Ellis reported that this is the property that had a plan submitted by Amycel. The plans have been amended by Little Red Dog LLC to include a reduced impervious surface. The applicant is proposing to construct a 97,598 square foot building on Lot 7 for a machine shop facility. Site improvements include water and sewer utility services, two access drives with connection to Waverly Boulevard, parking lot areas containing a total of 100 spaces, two subsurface stormwater infiltration facilities and a rain garden, storm sewer collection system, landscaping and lighting.

Ms. O'Doherty made a motion seconded by Ms. Yates, to approve the amended plan titled "Preliminary/Final Land Development Plan" for Little Red Dog LLC/Cigas Machine Shop, prepared by D.L. Howell & Associates, dated December 17, 2018 and last revised July 10, 2020, consisting of eighteen (18) sheets, subject to the following conditions:

1. **The Applicant shall satisfactorily addressing all open comments in the review letter dated July 13, 2020 by Michael J. Ellis, PE, Pennoni Associates, Inc.**
2. **The Applicant shall execution the Township’s Land Development Agreement, the Financial Security Agreement (with security posted concurrently), Best Management Practices Operation and Maintenance Agreement, and Professional Services Agreement and submit them to the Township for review and approval by the Township Solicitor and Township Engineer.**
3. **The Applicant shall reimburse the Township for all outstanding Township expenditures, including consultant fees paid, for this project.**
4. **A plan note in a form acceptable to the Township Engineer shall be placed on the Plans regarding the 55 additional parking space proposed for future use.**
5. **The Applicant and All County Partnership shall comply with all recommendations by the Township Engineer regarding any required upgrades to the pump station to accommodate the Lot 7 development.**
6. **No revisions are required to the landscape design on Lot 7. The revisions shall be addressed on the Lot 6 landscaping design by the Lot 6 Applicant.**
7. **Plan Note # 9 shall be amended by the addition of the following sentence. “The grant of this access easement does not place any obligation on the Township to perform maintenance or repairs.”**
8. **The Applicant shall obtain all required permits and approvals, including but not limited to, an NPDES permit, sewage planning approval letter from PADEP, an amended water quality management permit from PADEP, and an approval from Pennsylvania American Water for the details of the meter pit and proposed water service pipe material and sizes.**
9. **All stated conditions shall be completed and satisfied prior to the release of any plans for recording, unless otherwise indicated, and as a requirement of the Approval herein.**

The motion passed unanimously.

Discussion/consideration regarding Valley View Lot 6 (G.A. Vietri) waiver requests – This item was tabled at the applicant’s request.

Discussion/consideration regarding Valley View Lot 6 (G.A. Vietri) preliminary/final plan – This item was tabled at the applicant’s request.

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Discussion/consideration regarding Septic Management Program Implementation – Mr. Ellis reported that he is still working with Codes to finalize the letter for the onlot septic system management program implementation. Item will be placed on the next meeting agenda.

Consideration to ratify signing of contract with the County of Chester for the Concord Road CDBG project – **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to ratify the signing of the contract with the County of Chester for the Concord Road project.** The motion passed unanimously. Mr. Ellis reported that upon execution of the contract by the County Commissioners on July 28, the project can be put out to bid. The County DCD has recommended that the project be bid now, which will then consist of a phased construction approach in which one roadway lock is constructed in 2020 and the second block in the spring of 2021. The entire project will be now. Alternatively, if the entire project was to proceed now without phasing, final paving would occur in winter which is not viable. Mr. Ellis proposed the following schedule:

Bid Advertisements	August 4 & 7, 2020
Bids Due	August 26, 2020
Award	September 1, 2020
Start Construction (10 th Ave to 11 th Ave)	October 2020
Complete Construction (10 th Ave to 11 th Ave)	December 2020
Construction (9 th Ave to 10 th Ave)	Spring 2021

Ms. O’Doherty made a motion, seconded by Ms. Yates, to authorize the bidding schedule as proposed by Pennoni Associates. The motion passed unanimously.

Discussion/consideration regarding Valley View Business Park Pump Station Water Quality Management Permit amendment to adjust rate capacity associated with Lots 6 and 7 – Mr. Ellis reviewed that the permittee for the Pump Station is the Township, but that the owner is the Developer. Last year, it was amended based on Amycel occupying Lot 7; however, with the revised Cigas Machine Shop plan, the permit can be amended to reduce flow by 4,000 gallons per day.

Ms. O’Doherty made a motion, seconded by Ms. Yates, to approve the permit amendment and reduction and to authorize the Chairwoman of the Board to sign the documents. The motion passed unanimously.

Discussion/consideration to approve updated Resolution for the PennDOT Traffic Signal Approval designating the Board Chairwoman to sign and to approve the traffic signal plan – Mr. Ellis reported that PennDOT has requested an updated Resolution for the PennDOT Traffic Signal Approval which was previously passed noting that the Township Manger was the designee signer on behalf of the Township. This is part of PennDOT’s Business Route 30 ITS Project. Further, they have requested the Township to sign the plan. Mr. Ellis noted that he has contacted their agent from RK&K regarding the plan provided with some questions based on the previous drawings reviewed by the Township. **Ms. O’Doherty made a motion, seconded by Ms. Yates, to designate the Chairwoman of the Board of Supervisors to be the signatory on the Resolution for the PennDOT Traffic Signal.** The motion passed unanimously. **Ms. O’Doherty further moved, seconded by Ms. Yates, to approve the Resolution, Resolution 2020-23, and permit plan, conditioned receiving direction from the Township Engineer that**

all outstanding plan comments have been resolved prior to signing and submitting the documents. The motion passed unanimously.

Discussion/consideration regarding Bruce Worrell's request for compensation reimbursement – Letter was reviewed from Bruce Worrell regarding a contract he had for 18 Saddlebrook Lane. He noted that he had started the job on July 8. He dug in front of the yard at curb stop and found a leak to be on the street side. The Township Inspector told Valley Township's crew to shut down the system for repair, but the personnel did not know where to shut off the main and the job was shut down by the Township Engineer. He returned on July 9 and stated that he lost a half day of work because the inspectors were trying to figure out how to proceed. He feels he lost a full day of labor and requested to be reimbursed for \$800. Mr. Ellis stated that Mr. Worrell was told on July 7 that the water main could not be shut down on Wednesday, July 8, given we had less than one day's notice from him. He opted to initiate work on July 8. Pennoni recommended that he could excavate and follow the water service out to the main and shut off the water at the corporation stop and not have to wait another day for the mains to be shut down. He chose not to do so because they did not want to excavate all the way to the road and few feet into the road. He preferred to wait until Thursday until the main could be shut down. Mr. Ellis felt it was his choice to two days instead of one. Mr. Ellis did report that the water main valves could not be successfully closed after a couple hours of shutting specific valves on Thursday. Pennoni directed him at that point that he would now have to excavate to the road and shut off the corporation stop which he did and completed the same day. After discussion of the events, **Ms. O'Doherty made a motion to authorize compensation in the amount to Bruce Worrell in the amount of \$200. The motion was seconded by Ms. Yates. The motion passed 4-1 with Mr. Lehenky voting nay.**

OLD BUSINESS

Consideration regarding platform for August's BOS and other Commission/Authority/Committee meetings – The Board discussed how to conduct the meetings in August. The Board concurred, after discussion and with the continued safety to social distance, that August's meetings would be conducted virtually. Further the Board concurred that the Public Hearing for the Comprehensive Plan Update should start at 6:30 p.m. with the public meeting to follow.

At this time, Ms. Sundquist and Mr. Ellis departed the meeting.

Consideration to ratify/extend Hill International's contract – It was noted that the current extension expires on July 31, 2020. **Ms. O'Doherty made a motion, seconded by Ms. Yates, to extend the Hill International contract to August 31, 2020.** The motion passed unanimously.

Discussion/consideration regarding providing a letter advising that the Township does not object to the former Passtown School being nominated for the Historic Register – Toni Barber is requesting that the Board provides a letter confirming that they do not object to the former Passtown School – the current Township Municipal Building at 890 West Lincoln Highway – be nominated for the National Register of Historic Places. Ms. O'Doherty asked to confirm what

restrictions, if any, is on the building if it is added to the Register. Ms. Barber confirmed that a meeting of the Historical Society, State agency representatives, and two members of the Valley Township Board of Supervisors, noted that this is an honorary listing and no property restrictions. Mr. Lehenky stated that we need to make sure it will not restrict the Township. Marsha London, a member of the Society, stated that they have interest in several foundations and individuals – to include the Houston Foundation, the Chester County Historical Society, Sam C. Stratton – who would like to invest as well as applying for grants. **Ms. Boyd made a motion, seconded by Ms. Yates, to send a letter to the State Historic Preservation Office confirming that the Valley Township Board of Supervisors would not oppose the former Passtown School being nominated for the National Register of Historic Places.** The motion passed unanimously. The Board further noted that the letter that was to have been sent last year noting timeline requirements needs to be drafted and provided to the Hayti Historic Society.

NEW BUSINESS

Discussion/consideration regarding The Gilbertson Group’s proposal for card printer– **Ms. Yates made a motion, seconded by Ms. O’Doherty, to approve The Gilbertson Group’s proposal for a card printer for the access control cards in the amount of \$2,224.00.** The motion passed unanimously.

Discussion/consideration to approve payment applications for the New Township Building– **Ms. Boyd made a motion, seconded by Ms. Yates, to authorize payment as follows:**

- Trefz Mechanical Inc. - \$4,978.21
- Trefz Mechanical Inc. - \$23,063.39
- Perrotto Builders Ltd. - \$170,990.87
- Triangle Fire Protection, Inc. - \$13,860.00
- Triangle Fire Protection Inc. - \$1,384.14

The motion passed unanimously.

Discussion/consideration authorize wire transfer – **Ms. O’Doherty made a motion, seconded by Ms. Yates, to authorize the wire transfer in the amount of \$242,135.12 from PSDLAF to Coatesville Savings Bank general fund checking account.** The motion passed unanimously.

Discussion regarding CivicPLUS’ proposal for design and hosting of Township Website– A proposal from CivicPLUS for design and hosting of a new Township Website was presented. The current webmaster has provided notice that she will no longer be doing websites as of the end of the year. The Board concurred to look into other options. Ms. Boyd stated that she would look into other providers.

Consideration to appoint an Assistant Treasurer – It was noted that due to the Township Manager being out longer than anticipated for medical reasons, **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to appoint Peter Barsz, CPA of the firm Barza as the Assistant Treasurer.** The motion passed unanimously.

CITIZEN COMMENTS

Louise Smith, 222 Peck Road – Ms. Smith apologized for being out of order during the request for the block party. She stated that she feels there is a seriousness for gatherings as COVID numbers continue to rise. She also thanked the Township for taking care of the lawn at 145 Glencrest Road.

There being no further business to discuss, the meeting was properly adjourned at 10:55 p.m.

Janis A. Rambo
Township Secretary