

**MINUTES FOR SEPTEMBER 1, 2020**  
**VALLEY TOWNSHIP BOARD OF SUPERVISORS**

The first monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, September 1, 2020, via virtual meeting through *Go To Meeting*.

The Board of Supervisors meeting was called to order by Vice Chairwoman Kathy O’Doherty at 7:44 p.m. Those participating in the meeting were Supervisors Kathy O’Doherty, Sharon Yates, Carmen Boyd, Christopher Lehenky 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, Township 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 the upcoming yard waste collections and the fall bulk trash collection schedule.

**CITIZEN COMMENTS ON AGENDA ITEMS**

None. There were no comments eMailed to the Township Secretary by 3:00 p.m. on this date to be read at the meeting.

**APPROVE MINUTES AS WRITTEN**

**Ms. O’Doherty made a motion, seconded by Mr. Lehenky, to approve the minutes of the August 18, 2020, Board of Supervisors meeting.** The motion passed unanimously.

**APPROVE PAYMENT OF BILLS**

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

**BOARD GENERAL COMMENTS**

Ms. Proctor announced that the Children’s Holiday Party has been canceled for this December. Ms. O’Doherty inquired if a decision had been made regarding the Tree Lighting Ceremony. After discussion by the Board, it was the consensus that a gathering should not be held either indoors or outdoors.

The Board discussed “trick or treat”. Following initial discussion on the subject, the Board agreed to table any formal decision until the September 15, 2020, meeting.

### **CITIZEN’S REQUEST TO BE ON THE AGENDA**

None

### **SOLICITOR’S REPORT**

Ms. Sundquist advised that she had nothing to report.

### **ENGINEER’S REPORT**

Discussion/consideration regarding award of Concord Street Project – Mr. Ellis reported that the bids were received on August 26, 2020, and a copy of the tabulation, included as “Addendum A” to the minutes, was distributed and reviewed with the Board of Supervisors. The lowest bidder is Marino Corporation, located in Shippack. Their total base bid without Alternative Items is \$331,680.20 and their total base bid with Alternative Items is \$325,338.80. The amount of the grant is \$240,000.00. Mr. Ellis reviewed that the County is willing to allocate unused Hemlock Avenue Bridge Rehab project funding in the amount of \$70,000 to the Concord Street project. Mr. Ellis suggested that the Board send a written request to the County to see if the additional \$20,000 could be provided by the County. **Ms. O’Doherty made a motion, seconded by Mr. Lehenky, to submit a letter to the County requesting an additional \$20,000 in funding and to table award of the Concord Street Project to the September 15, 2020, public meeting.** The motion passed unanimously.

At this time, Ms. Sundquist departed the meeting.

Discussion/consideration regarding Change Order #2 for Hemlock Avenue Bridge Project – Mr. Ellis presented Change Order #2 for the Hemlock Avenue Bridge Project in the amount of \$5,189.05 which documents/adjusts actual quantities used. **Mr. Lehenky made a motion, seconded by Ms. O’Doherty, to approve Change Order #2 in the amount of \$5,189.05 for the Hemlock Avenue Bridge project.** The motion passed unanimously.

Discussion/consideration regarding Payment Application #4/Final from DESCCO Design & Construction for Hemlock Bridge Project – Payment Application #4, in the amount of \$48,293.00, for the Hemlock Bridge Project was presented. **Based on the Township Engineer’s recommendation, Ms. Yates made a motion, seconded by Ms. Boyd, to approve DESCCO Design & Construction’s Payment Application #4 in the amount of \$48,293.00 for the Hemlock Avenue Bridge Project.** The motion passed unanimously.

Discussion/consideration to apply to the Chester County Planning Commission for a 2020 Vision Partnership Program (VPP) grant – The Board reviewed possible application projects and Mr. Ellis advised that the grant awards are up to \$50,000 and would require a 30% match. Cost to prepare the application was estimated at \$2,500. He noted that this would be a 2021 project. A pre-application meeting would be required with the County. The consensus of the Board was to

proceed with a pre-application meeting for a Corridor Master Plan for West Lincoln Highway and Airport Road.

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

The following items from the report were reviewed:

- Oakcrest Phase II – Mr. Ellis reported that he has talked with construction manager and that they would not be ready to present for dedication in time for this year's Liquid Fuels as too much work is still required. He noted that they may try to come in during the winter and that it has been made clear that escrow for snow removal would be required.
- Valley View Business Park, Lots 6 & 7 – Mr. Ellis reported that both developers are moving forward with plans being signed.
- 2020 Road Program – Ms. Ellis noted that the project is moving forward and they are pleased with the contractor's work to date.
- 1895 Valley Road – Pennoni discussed the proposed sewer connection with PAWC and drafted a letter of "no objections by the Township" for connection to PAWC's sewer main.
- Comcast's Airport Road Utility Boring – Pennoni has coordinated with the Road Crew and Codes for scope and inspection coverage of Comcast's upcoming utility boring under the recently paved portion of Airport Road. The work is scheduled for September 9.
- Chester County Airport Authority – Mr. Ellis reported that the Township has received a sketch plan from the Authority that includes an expansion of 20-25 new hangers, a terminal building expansion, and a new access road across from Buckthorn, and three "out parcel" buildings. Ms. O'Doherty noted that request for a traffic light at the proposed new access road/Buckthorn/Business Route 30 should be requested during the planning stages.
- Valley Road – It was noted that PennDOT was notified about the condition of the east-bound lane.
- Letter to 193 Pinkerton Road – Mr. Ellis noted that his office prepared a letter to the property owner that summarizes the history of the sinkhole rehab and investigation efforts. Ms. O'Doherty requested that the letter is sent out as soon as possible to the property owner.
- Septic Management Letter – Ms. O'Doherty inquired if the letters had gone out by the end of August. Ms. Yates stated that they should be going out by the end of this week (9/4) or by the middle of next week (9/9).

Toni Morton, 924 West Lincoln Highway – Ms. Morton inquired if there is consideration regarding potential noise issues with the Airport's expansion plans. Mr. Ellis advised that the plan was just received today and that it would be looked into.

At this time, Mr. Ellis departed the meeting.

## **OLD BUSINESS**

Consideration to ratify the offer of employment to William Kriston as a laborer – **Ms. Boyd made a motion, seconded by Mr. Lehenky, to ratify the offer of employment to William Kriston as laborer.** The motion passed unanimously. It was noted that his salary and term of employment is outlined in the Collective Bargaining Agreement.

Consideration to ratify offers of employment for three part-time police officers – It was noted that the Board is considering adding three additional part-time officers to the pool. After discussion regarding starting salary, **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to table the decision to ratify offers of employment for part-time police offers.** The motion passed unanimously.

## **NEW BUSINESS**

Discussion/consideration to approve the 2021 Minimum Municipal Obligation (MMO) for Township Pension Plans – The 2021 MMO for the Uniform and Non-Uniform Pension Plans were presented. **Mr. Lehenky made a motion, seconded by Ms. Boyd, to accept the 2021 MMO for the Uniform and Non-Uniform Pension Plans.** The motion passed unanimously.

## **CITIZEN COMMENTS**

Allison Roelofs, 1075 Front Street – Ms. Roelofs inquired about the status of looking into digital recording of the public meetings. Ms. O’Doherty advised that installation of the initial A/V equipment is still ongoing at the new building and costs to expand for recording has not been obtained. Ms. Roelofs asked if there was a legal review by the Solicitor regarding recording. Ms. Roelofs also asked if the Board’s packet material could be posted ahead of the meeting. It was noted that some material is still being received or finalized just before the meeting and would not be ready when the agenda is forwarded to the webmaster for posting 24 hours ahead of the meeting. If the meetings were being held in person, several exhibits would be available at the meeting as the copies of those documents are done right before the meeting begins. It was also noted that some documents may not be considered a public record prior to the meeting. Ms. Roelofs also inquired about the status of the voting locations for Valley North. Ms. Proctor advised that the church and Terry Funeral Home have not confirmed if their location would be open for voting due to the ongoing pandemic situation. Ms. Proctor noted that is all coordinated through Voter Services, not the Township. Ms. Roelofs also inquired if any consideration had been given for education tax relief. The Board advised that school taxes are set by the school district and that would be a question for the School Board.

Toni Morton, 924 West Lincoln Highway – Ms. Morton inquired where mail in ballot request forms could be obtained and if the Township office at the forms. It was noted that the offices are still by appointment only and discussed if there was a place to have the application forms picked up outside. It was noted that October 27 is the deadline to register for a mail in ballot. Ms. Proctor advised that she had the forms available if anyone needed one.

Louise Smith, 222 Peck Drive – Ms. Smith inquired if anyone else had problems connecting to the meeting as she originally got into a Planning Commission pending meeting. It was noted that two meeting links were on the website – one for the BOS meetings and one for the Planning Commission meeting.

Sharon Yates noted that Voter Services are still looking for volunteer poll workers.

David McCoy, 323 Bonsall Road (West Caln Township) – Mr. McCoy thanked the Township for the paving of Airport Road.

There being no further business to discuss, the meeting was properly adjourned at 9:02 p.m.

Janis A. Rambo  
Township Secretary