

## **MINUTES FOR AUGUST 17, 2021**

### **VALLEY TOWNSHIP BOARD OF SUPERVISORS**

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, August 17, 2021, via hybrid to allow participation at the Valley Township Building at 1145 West Lincoln Highway, Coatesville, PA or through the *Go To Meeting* platform.

The Board of Supervisors meeting was called to order by Chairwoman Patrice Proctor at 7:34 p.m. Those participating in the meeting at the Township Building were Supervisors Sharon Yates, Carmen Boyd, Patrice Proctor. Supervisor Casey Max Leidy participated virtually. Supervisor Kathy O'Doherty was absent. Also participating in the meeting virtually were Ryan Jennings, Esquire, of Unruh, Turner, Burke & Frees (Township Solicitor); Michael J. Ellis, P.E., of Pennoni Associates, Inc. (Township Engineer); Chief Glenn D. Eckman; and Kris Lenhart, Township Roadmaster and in attendance at the Township Building were Peter Barsz, CPA, Township Treasurer, and Scott T. Piersol, Township Manager.

#### **ANNOUNCEMENT OF MEETINGS/ACTIONS OF THE BOARD**

Ms. Proctor announced that the Board was in Executive Session starting at 6:00 p.m. to review possible litigation matters and personnel issues.

#### **CITIZEN COMMENTS ON AGENDA ITEMS**

None

#### **APPROVAL OF MEETING MINUTES AS WRITTEN**

**Ms. Boyd made a motion, seconded by Ms. Yates, to approve the minutes of the July 22, 2021, Financial Review Meeting of the Board of Supervisors.** The motion passed unanimously. **Ms. Yates made a motion, seconded by Ms. Boyd, to approve the minutes from the August 3, 2021, Board of Supervisors meeting.** The motion passed unanimously.

#### **TREASURER'S REPORT**

Mr. Barsz summarized the Treasurer's Reports for the month ending July 31, 2021. The account balances were as follows:

|                                  |                |
|----------------------------------|----------------|
| <b>General Fund</b>              | \$2,587,839.60 |
| <b>Payroll Fund</b>              | \$116,243.15   |
| <b>Sewer Fund</b>                | \$433,247.95   |
| <b>Water Fund</b>                | \$484,511.61   |
| <b>Fire Tax Fund</b>             | \$219,110.68   |
| <b>Ambulance/EMS Fund</b>        | \$188,066.25   |
| <b>State Fund</b>                | \$251,893.59   |
| <b>Oakcrest Maintenance Fund</b> | \$299,083.70   |
| <b>Escrow Accounts</b>           | \$131,651.84   |

The reconciled total cash balance for all funds as of July 31, 2021, was \$4,711,648.37. **Ms. Boyd made a motion, seconded by Ms. Yates, to accept the Treasurer's Report for the period ending July 31, 2021.** The motion passed unanimously.

## **APPROVAL OF PAYMENT OF BILLS**

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

At this time, Mr. Barsz departed the meeting.

## **BOARD GENERAL COMMENTS**

Ms. Proctor had the following comments:

- The office has reopened to the public. Office hours are 8:00 am to 4:00 pm, Monday through Friday.
- Reminder to ensure trash and recycling is put out by 5:00 a.m.
- The Compost Site will be open from 10 a.m. to 2 p.m. on August 28, September 11 and 25.
- Drop off recycling of electronics has been suspended at the Township Building.
- Discount Regal movie tickets are available for sale - \$9.50 each.
- September yard waste schedule: North side on September 13 and south side is September 20.
- Mattress & TV pickup is scheduled for August 30 – collections must be pre-paid
- Upcoming Parks & Recreation activities -- Concert at Westwood Fire Company on Saturday, September 11, at 12:00 noon, featuring Wilson Lambert's BLUE philly MAGIC
- Hydrant flushing has begun; please check website for dates

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

None.

## **DEPARTMENT REPORTS**

**Fire/EMS** – Chief McWilliams gave the report for the Fire Company and Westwood EMS report for the month of July. The Fire Division responded to 24 incidents in July, of which 19 incidents were in Valley Township. The Ambulance/EMS Division responded to 142 medical incidents in July, of which 60 incidents were in Valley Township. The Wagontown EMS Division responded to 202 incidents, 7 of which were in Valley Township. Chief McWilliams noted if a resident needs help to install smoke detectors or carbon monoxide detectors, he/she can contact Westwood Fire Company who will help install. Chief McWilliams reviewed that Westwood recently responded to a BLS call and upon arrival the patient was in cardiac arrest. Fortunately, the crew was staffed with a paramedic and treatment was able to begin without waiting for another unit.

**Police** – Chief Eckman noted that he will be revising the monthly reporting format. For the month of July, the Department responded to 453 calls for service; issued 91 citations; had 4 criminal arrests; and served 5 warrants. Chief Eckman stated that he would be attending a “Meet and Greet” in Hillview on August 24 and would be going over scam information with the community. He also noted that he would be looking into restoring the TownWatch program.

## **PLANNING COMMISSION REPORT**

Tom Burt reported on the Planning Commission's meeting of August 10, 2021. He noted Cleveland Cliffs Plate LLC filed a Conditional Use application and zoning variance application for a 120,000 square foot addition to an existing building at 1104 Valley Road that the Commission will be reviewing. He also noted that the Commission is reviewing the G.O. Carlson Airport Expansion resubmission. There is discussion of widening of Aviation Way; however, the Airport Authority would like to see the traffic study results to see if widening is warranted. There was also discussion regarding sidewalks and trees along the southside of Business Route 30. The Authority is not adverse to providing an easement for sidewalks along their West Lincoln Highway frontage. Mr. Buttr also noted that Valley View Business Park Lot 8 land development resubmission review was requested to be postponed by the applicant.

The Planning Commission also reviewed the extension letter submitted by Commonwealth Engineers granting an extension of review time for Micronics Manufacturing USA to December 10, 2021. The Planning Commission voted in favor to recommended the acceptance of the extension of time.

## **SOLICITOR'S REPORT**

Consideration to approve the Amendment to the Settlement Agreement between Valley Township and Devon Services, LLC – Mr. Jennings reviewed the terms of the Amendment to the Settlement Agreement with Devon Services, LLC, regarding infiltration beds. **Ms. Yates made a motion, seconded by Ms. Boyd, to approve the Amendment to the Settlement Agreement between Valley Township and Devon Services, LLC and to authorize the Chairwoman to sign on behalf of Valley Township.** The motion passed unanimously.

Consideration to set date for Conditional Use Hearing for application submitted from Cleveland Cliffs Plate LLC for 1104 Valley Road – After discussion, **Ms. Boyd made a motion, seconded by Ms. Yates, to schedule the Conditional Use Hearing for Cleveland Cliffs Plate LLC for September 20, 2021 at 6:00 p.m. or, should the date not work for the applicant, the date of September 27, 2021, at 6:00 p.m., and to authorize the Township Solicitor to proceed to advertise upon confirmation of the date.** The motion passed unanimously.

At this time, Mr. Jennings departed the meeting.

## **ENGINEER'S REPORT**

Consideration to designate the Task Force for Lincoln Highway Corridor Master Plan – Ms. Proctor questioned if Mr. Samuel Young had been contacted. She stated that she felt a representative along the Route 30 corridor, as well as business owner who had their business directly along Route 30, should be on the Task Force. Possible business owners were Rainbow Valley Dental, Rainbow Bru-Thru and Lincoln Diner. There was also discussion that the representative was to be Tamarkius Roby who has not been able to attend the last several Planning Commission meetings. The Task Force members shall be finalized and the kick off meeting shall be scheduled.

Consideration to accept the extension review period for Micronic Manufacturing USA – **Ms. Boyd made a motion, seconded by Ms. Yates, to accept the extension for the review of the Micronic Manufacturing USA land development plan to December 10, 2021.** The motion passed unanimously.

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 2** – Mr. Ellis reported that Pennoni met on-site with the site contractor to review outstanding punchlist items. They also reviewed revised Basin #1 and #2 as-built plans and sent an eMail with outstanding comments to the Developer.
- **2021 Road Program** – Pre-construction meeting was held yesterday (August 16) and work is scheduled to begin on September 7. The contractor will be placing notices on mailboxes and putting up signs. Staging areas were reviewed that the contractor will be using during construction, to include the former Township Building during work on the north side and Westwood Fire Company for work on the south side.

## **DEPARTMENT REPORTS**

**Public Works** – The monthly report was submitted and reviewed. Mr. Lenhard noted that new backboards and rims were purchased for Hayti Park; Westwood's equipment will also need to be replaced. He noted that he has not been able to confirm a quote for resurfacing of another basketball court this year. Mr. Lenhart stated, although on the agenda under *Old Business*, he obtained a quote for the striping of the Township portion of Airport Road in the amount of \$4,805.20. **Ms. Yates made a motion, seconded by Ms. Boyd, to accept the quote from Guidemark, Inc. dated August 6, 2021, for hot thermoplastic pavement markings on Airport Road in the amount of \$4,805.20.** The motion passed unanimously.

At this time, Mr. Ellis departed the meeting.

**Administration** – The monthly report was submitted to include the year-to-date versus budget as of July 31, 2021. It was noted that July was another good month for real estate transfer tax and that we have exceeded the 2021 budget amount as of the end of July.

**Codes** – The monthly report was submitted. Ms. Yates reviewed the report for the month of July.

**Work Place Safety Committee** – The draft minutes from the August 11, 2021, meeting were distributed to the Board of Supervisors. Mr. Piersol noted that two large fans were purchased and are being used to address the humidity/moisture on the floors. It appears that the fans are addressing the issue.

**Parks & Recreation Authority** – Ms. Proctor reported that that Parks & Recreation Authority had a successful *Book Bag Give Away* on August 7 giving away 218 bookbags. She thanked the volunteers that helped preparing for and participating at the event. The next event is a concert on September 11 at noon at Westwood Fire Company featuring Wilson Lambert's BLUE philly MAGIC. The Authority is still hoping to do a Children's holiday party in December but is evaluating spacing and continued reported COVID/Delta case numbers.

**Historic Committee** – Ms. Boyd reported that the Committee met on July 21 and is looking to set up a template for historic sites.

**EAC** – Ms. Yates noted that the EAC is looking at hills and valleys within the Township. Members are looking at participating in a workshop offered by the Brandywine Conservancy on

September 22.

## MANAGER'S REPORT

Mr. Piersol reported on the following:

- Last week, Mr. Piersol spoke with former State Senator Tom Killion from Delaware County about our seeking legislation to amend the Second-Class Township Code, and other similar municipal regulations, to allow municipalities additional flexibility in investing their monies. I explained how the Township will receive approximately \$21 Million from the sale of its water and sewer assets late this year. Investing several million dollars at the current rate of return on U.S. Treasuries and similar government-backed securities will provide a modest return on investment. Our goal is to be able to invest these funds similar to our Pension Plans, and return several hundred thousand dollars annually. This will enable the Township to replace the income from the water and sewer fees, provide long-term stability to our financial picture, one being the need for tax increases.
- The Township is working on a permanent solution to add two cameras to the Meeting Room to continue to provide a virtual platform for our residents and businesses to participate in our public meetings, as well as our Board members and consultants when they might not be available to attend meetings in person.
- We are still working to understand the allowable uses for the American Rescue Plan monies being provided by the federal government in response to the Pandemic. Upgrades to the Meeting Room to provide video capability is one allowable use, along with creation of an electronic file system for subdivision plans, permits and other documents that are required to be retained. More information will be provided as final regulations are developed or clarified.
- In July, Coatesville City Council approved the submission of a letter of support and resolution to the County Department of Community Development ("DCD") for a Community Revitalization ("CRP") grant to rehabilitate a collapsed section of Wagontown Road. This grant, in the amount of \$500,000, will match the \$1.5 Million funding from a Commonwealth of PA Multi-modal grant. Mr. Piersol spoke with a staff member at DCD Monday morning, who indicated the CRP grant awards are expected to be announced by the County Commissioners in late September or early October of 2021.

## OLD BUSINESS

None

## NEW BUSINESS

Discussion/consideration regarding Servpro's quote for duct cleaning/disinfecting and quote for cleaning of public meeting room/gallery – Two quotes were distributed for duct cleaning/disinfectant of the Township Building in the amount of \$5,361.36 and cleaning of public meeting room/gallery in the amount of \$7,956.50. **Ms. Yates made a motion, seconded by Mr. Leidy, to accept ServPro's quote for duct cleaning and disinfecting in the amount of \$5,361.36.** The motion passed with Ms. Boyd voting nay. **Ms. Yates further moved, seconded by Mr. Leidy, to accept ServPro's quote for meeting room/gallery cleaning in the amount of \$7,956.50.** The motion passed with Ms. Boyd voting nay.

Discussion/consideration regarding building cleaning – A proposal from Clarel Maintenance for building cleaning was provided. Mr. Piersol noted that depending on how many days a week for cleaning, that this amount may require bidding. Mr. Piersol noted that he has obtained temporary cleaning service quote from Christina Hopkins at the rate of \$25.00 per hour to clean the Township Building twice a week. **Ms. Yates made a motion, seconded by Ms. Boyd, to approve the temporary cleaning service proposal from Christina Hopkins at the rate of \$25.00 per hour for two days per week.** The motion carried unanimously. Mr. Piersol stated that he would prepare a bid package for cleaning services. Ms. Boyd suggested that some tasks be bid on a quarterly basis. Ms. Proctor stated that she feels that we should also post the janitor position that was vacated. **Ms. Boyd made a motion, seconded by Ms. Yates, to post and advertise for the part-time Maintenance Laborer/Janitor position with applications due two weeks after classified is able to be posted.** The motion passed unanimously.

### **CITIZEN COMMENTS**

Toni Morton, Hayti Historic Society – Ms. Morton thanked the Township for sponsoring the Book Bag Give Away. She also stated that she was following up on an eMail sent on August 13 inviting the Supervisors to participate in a documentary on the former Passtown School to include the past, present, and future of the building. Ms. Boyd inquired what line of questioning would the Board of Supervisors be asked. Ms. Morton advised they would like the Board to address the future of the building. The interviews for the documentary are scheduled for August 20, 21, and 22.

There being no further business to discuss, the meeting was properly adjourned at 10:08 p.m.

Janis A. Rambo, Township Secretary