

MINUTES FOR NOVEMBER 16, 2021

VALLEY TOWNSHIP BOARD OF SUPERVISORS

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, November 16, 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. Chairwoman Patrice Proctor called the meeting to order at 7:37 p.m.

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

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 personnel issues.

CITIZEN COMMENTS ON AGENDA ITEMS

Ann Woodward, 236 Church Street, advised that she is interested in purchasing 939 West Main Street which she advises is a vacant property but noted concerns with the condition of the property. Mr. Piersol stated that he drove by the property today in preparation for the meeting and stated that from the road he observed that the siding appeared dirty, but the roof looked like it did not have any problems and the door was closed.

APPROVAL OF MINUTES

Ms. Boyd made a motion, seconded by Ms. Yates, to approve the minutes from the November 4, 2021, meeting as presented. The motion passed unanimously.

TREASURER'S REPORT

Mr. Barsz reported on the Township's reconciled fund balances as of October 31, 2021:

General Fund	\$1,911,053.73
Payroll Fund	\$118,981.71
Sewer Fund	\$436,741.73
Water Fund	\$507,595.97
Fire Tax Fund	\$187,134.83
Ambulance/EMS Tax Fund	\$158,361.78
State Fund (Liquid Fuels)	\$129,985.53

Oakcrest Maintenance Escrow	\$299,083.70
Escrow Accounts	<u>\$131,651.90</u>
Total Balance	<u>\$3,880,590.88</u>

APPROVE PAYMENT OF BILLS

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

At this time, Mr. Barsz departed the meeting.

BOARD GENERAL COMMENTS

Ms. Proctor reviewed the upcoming compost site schedule, leaf collection and mattress collection. She noted that the office would be closed on November 25 and 26. The holiday trash and recycle schedule was reviewed. The Tree Lighting ceremony will be held on December 6, 2021 at 6:00 p.m. at the Township Building. There will not be a Children's Holiday Party this year.

CITIZEN REQUEST TO BE ON THE AGENDA

Craig Lewis, Valley Square Development (virtual participant) – Mr. Lewis provided an update on the Valley Suburban land development plan. Plans will be delivered to the Township Office tomorrow and it is anticipated everything will be in order for the Board to take final action at their December 7, 2021, meeting.

Mike Fuller, Keystone Lighting Solutions - Mr. Fuller provided the Board with an in-depth presentation of the Feasibility Study that was recently conducted which is a data driven analysis of upgrade opportunities. He reviewed the various phases to further include Project Development, Project Management, and Post Construction if the Board moves forward. It was noted that the Township currently pays for 81 luminaires; however, a field assessment by Roadmaster Kris Lenhart identified possibly 221 luminaires. It would be proposed if the Township would continue to move forward that lights would be upgraded to LED lights and the Township's return would be in the savings in operating costs, which are currently billed into the cost of each light, and the benefits of the LED lights. It was noted that Phase 2 would be at a cost of \$4,117.00 which would take about 5 months. There was a lengthy discussion of the Board regarding the program but it was noted that Mr. Fuller's cost data provided in his presentation to the Board was based on the 221 lights. Mr. Fuller stated that he would revise the presentation to reflect approximately 83-85 lights to include the current 81 that the Township records show be on and two additional lights identified that should be turned on.

John Woodward, 189 Rainbow Road – Mr. Woodward voiced his concerns regarding the recent hearing that was held in front of Judge Gill. He stated that the representative from LTL, for the Township, came to the hearing without any paperwork. Mr. Piersol stated that the paperwork was included with the citation when filed with Judge Gill's office. Mr. Woodward stated that was not true as she does not want anything filed with the citation. Ms. Proctor stated that was the procedure when a family member filed a case at Judge Gill's office that everything was brought to the hearing.

Mr. Piersol apologized stating that he was basing this on his dealings with Judge Valocchi when working for East Brandywine Township. Mr. Piersol stated that the day prior to the hearing, Mr. McGovern from LTL stopped in to get the paperwork but neither Mr. McGovern or he could find the property file or the information in the Codes Office and the Codes Secretary had left early that day. Solicitor Jennings advised that the two IPMC matters were heard and the property owners were found guilty; they have 30 days to clean up or appeal by December 10. The zoning enforcement matter resulted in the property owners being found not guilty. The Township has 30 days to appeal; as such, this issue cannot be discussed further until the Township decides if they will be filing an appeal.

Mr. Woodward advised that the car that Mr. and Mrs. Teel had complained about in front of 975 West Main Street at the last meeting had been tagged and since moved. Chief Eckman noted that a new internal procedure for distributing the *Complaint Forms* is being instituted whereby all complaints will go to the Township Manager, be logged and noted who the complaint is turned over to for handling and that the Department Heads will be meeting biweekly to review the status of complaints received.

Frank & Pat Teel, 977 West Main Street – It was noted that Mr. and Mrs. Teel were not present.

DEPARTMENT REPORTS

Police Report – Chief Eckman reported on the Department’s activity for October. Total calls were 1,246; year to date is 10,382. Chief Eckman also reported that the department participated in the annual *Operation Safe Stop School Bus Stop* program on October 20 which resulted in one citation and one verbal warning for violations. Officer Duca and Chief Eckman participated in the *Trunk or Treat* event in South Coatesville on October 30 and Chief Eckman attended a School Safety Task Force meeting at the Coatesville Area High School on November 10. The line painting machine was temporarily repaired and Officer Duca and Chief Eckman painted new speed timing lines on Manor Road and touched up existing speed timing lines throughout the Township. It was also noted that new essential safety equipment was put into service this month.

Consideration to ratify the purchase a patrol vehicle(s) – **Ms. O’Doherty made a motion, seconded by Ms. Yates, to ratify the purchase a 2021 Ford Expedition Utility/Patrol Version vehicle from New Holland Auto Group at an amount not to exceed \$38,900.00 under CoStars pricing and includes two vehicles being traded-in.** The motion passed unanimously.

Consideration to promote Officer David Pomroy to full-time police officer – A memorandum was distributed to the Board of Supervisors from Chief Eckman recommending that part-time police officer David Pomroy be considered for full-time status to fill the position that was approved by the Board on October 19, 2021. **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to promote Officer David Pomroy to probationary, full-time police officer at an hourly rate of \$28.50.** The motion passed unanimously.

During the Police Report, Mr. Jennings departed the meeting.

Fire/EMS – Chief McWilliams reported on Westwood Fire Company’s activity in October 2021 noting that there were 24 calls for service of which 18 were in Valley Township. He noted that the Ambulance Division responded to 142 calls, of which 72 were in Valley Township. The Wagontown Division responded to 223 calls, of which 11 were in Valley Township.

He noted that the Fire Company participated in a Fire Prevention program at Rainbow Elementary School, would be participating in the Township’s Tree Lighting, and will be doing their “Santa Tour” in December. The dates of Santa touring the Township will be forwarded upon confirmation of the date(s).

Ms. Proctor asked about her request for ambulance call data noting hospital transport destination. Chief McWilliams stated that Joe Kennedy is looking to come up with how to provide that data from their reports.

Chief McWilliams noted that the annual ambulance membership drive will be mailed shortly and noted that Valley residents are serviced only by Westwood Fire Company/Ambulance as some residents have received membership drive information from surrounding ambulance service.

PLANNING COMMISSION REPORT

Jim Druecker provided the Planning Commission report for their November 9 meeting. He reported that Cleveland Cliffs is working on their drawings, including existing and anticipated comments from Pennoni. It is expected that roadway widths, tree removal, lighting, and retaining wall will be addressed and won’t be a problem. They expect to be back at the December meeting with their Land Development Plan.

The Airport Expansion plans are being worked on. With regard to sidewalks, this is being addressed with no final decision, but at least right-of-way will be provided along Lincoln Highway. A traffic study is underway which will consider sidewalks, driveway widths, and Lincoln Highway access. The overall plan is a concept plan, and as each area or section is proposed to be developed, a separate submission to the Planning Commission and Board of Supervisors will be made. The initial work will probably be with the three buildings along Lincoln Highway. They expect to have an additional submission to Pennoni this week and be back at the Planning Commission meeting in December.

A majority of time was spent with Valley View Lot 8. A number of waivers from the provisions of the Subdivision and Land Development Ordinance were to be requested, and discussions were held regarding the requests. After the discussions, the following requests were made and approved by the Planning Commission:

- To allow the storm water detention basin in Lot 8A to be at about 40’ from Lot 8C instead of the required 75’;
- That the soils for all applicable runoff calculations be considered as “B” soils rather than “A” soils, with concurrence by the Chester County Conservation District;

- That the Valley View Lot 8 plan submission can go directly to combined Preliminary/Final Plans;
- That the prior tree density survey for Lot 6 to be acceptable for Lot 8, and that no site-wide tree survey be required; it is still unresolved as to the final determination as to replacement tree plantings or a fee-in-lieu (and the amount of the fee);
- To allow the use of wall-mounted lighting instead of pole-mounted lighting for the parking areas.

A recommendation was made and approved that the Valley View Lot 8 Industrial Development Preliminary/Final Plan be accepted on the condition that all comments in the Pennoni review letter dated November 5, 2021, are satisfied.

The recommended time extension to Micronics for plan review to February 10, 2022, was approved.

SOLICITOR'S REPORT

It was noted that the item on the agenda under Solicitor's Report, *Consideration to accept grant of pump station easement by 1221 Airport Road LLC*, would be tabled as the document is not ready to be acted upon by the Board.

ENGINEER'S REPORT

Consideration to accept the extension for review for Micronic Manufacturing USA Land Development Plan review to February 10, 2022 – **Ms. O'Doherty made a motion, seconded by Ms. Boyd, to accept the extension for review for the Micronic Manufacturing USA Land Development Plan review to February 10, 2022.** 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 performed construction observations of continued restoration work of the stream embankment and regrading near Basin #1. We also continued to coordinate with the developer on dedication of the water and sanitary sewer systems.
- Oakcrest Phase 1 – Pennoni is still awaiting a schedule from the contractor, Land-Tech, to repair public improvement deficiencies under the 18-month maintenance security.
- Valley Suburban Center – As noted earlier this evening, plans, cost estimates, and other documentation was reviewed and provided to the Township Solicitor for use in deeds of dedication and the developer's agreement. Pennoni reviewed shop drawings for the underground stormwater management facility. They also coordinated with the design consultant to review all shop drawings and construction submittals to date and moving forward. They are continuing to coordinate with the developer's design team and PAWC about the project's sewer and water system and pump station design specification requirements, and construction inspections and procedures. Pennoni attended a pre-construction meeting on-site with the development team, contractor, Township team, Chester

County Conservation District and PennDOT on November 10. Construction is projected to start in mid-December immediately after financial security is established and plans are signed and recorded. Pennoni also performed follow-up follow up tasks to the meeting including coordination for transfer of the water and sewer utility PennDOT HOPs from Valley Township to PAWC.

- 2021 Road Program – Pennoni performed inspections of the South Mount Airy Road curbing and repaving, which was completed on November 9. All work is now complete.
- Valley Crossing Stormwater Basin & Swale Rehab – Pennoni confirmed with PADEP that the Growing Greener contract has been fully executed and they conducted a virtual kick off meeting with them. The grant expires on December 31, 2022; an extension can be requested if needed. Pennoni is scheduling a field survey followed by design. However, Pennoni recommends a kick off meeting with the HOA before we initiate survey or design work. Pennoni is tentatively planning for design in the first half of 2022 and bidding and construction in the second half of 2022. Ms. Yates asked how much reduction will be seen of stormwater in Sucker Run heading east. Mr. Ellis advised that the did not have the exact figures but noted that it would be a significant amount.

At this time, Mr. Ellis departed the meeting.

DEPARTMENT REPORTS

Public Works – The written monthly report was provided to the Board of Supervisors. Mr. Lenhart reviewed the report noting that Public Works continues to remove trash and papers from the former Township Building; collected litter on East Glencrest Road; repaired a sinkhole that opened up behind an inlet on Meadowbrook Drive; worked with PennDOT and Pennoni to inspect the Hillview basin and outfall pipe from the basin near the tennis court, off of Butterworth; worked on obtaining prices for a new truck, backhoe and other items for the 2022 budget; delivered 26 water shut off notices; provided information for damaged guiderail to the Administrative office to file an insurance claim; maintenance performed on the cooling tower to prevent freezing due to cold temperatures; and responded to two, after-hour callouts (Emergency One Call and Downed Tree). At this time, Mr. Lenhart departed the meeting.

Administration – Monthly report was distributed.

Codes – Ms. Yates reported that a meeting was held yesterday regarding the Vacancy Property Ordinance implementation procedure. Ms. Yates highlighted the resale and rental inspections done during the month.

Workplace Safety Committee – Ms. O'Doherty reported that Committee met last week. No new injury claims were reported.

COG – The COG continues to work on a letter to issue to members to explore interest in exploring options for animal control. She also stated that the COG is looking to host a “Meet and Greet” in January for new and potential new members. She also stated that the COG will be recognizing Donna Steltz who will be retiring from the Western Chester County Chamber of Commerce.

Parks & Recreation – Ms. Proctor reported that the Authority has made the recommendation to not host the annual Holiday Party for the children as that age group would probably not be vaccinated. The committee would like to distribute activity bags from the remaining \$300 that was raised earlier this year to hand out to children at the Tree Lighting. She also noted that Chief Eckman had advised that he will be sponsoring 10 families for Christmas working with Rainbow Elementary School to recommend families that may be in need. He asked if Parks and Recreation would help in wrapping gifts.

Historic Committee – Ms. Boyd reported that there was no meeting in October.

EAC – Ms. Yates stated that there was no meeting in October due to a Budget Meeting conflict. EAC will be participating in a field trip this weekend looking at creek banks for erosion and will be planning spring activities.

MANAGER’S REPORT

Mr. Piersol reported that the settlement of the sale of the water and sewer assets is now scheduled for November 18. He noted that he attended the CCATO meeting on November 11 and learned that the FEMA will not be closing their local office for individual assistance in the Ashbridge Square Shopping Center until December 10.

Mr. Piersol also reported that the County Commissioners have approved the grant application for an additional \$500,000 needed for the Wagontown Road restoration project to the City of Coatesville under the County’s Community Revitalization Program. As part of the approval of the CRP grant, Valley Township will be required to relinquish the original CDBG grant funding of \$500,000 as these funds cannot be used as matching funds with the Township’s Multi-Modal grant.

OLD BUSINESS

None

NEW BUSINESS

Discussion/consideration to relinquish the \$500,000 unused CDBG funds for Wagontown Road Project and authorization for the Township Manager to sign letter to the Chester County Department of Community Development notifying them of relinquishment – Mr. Piersol advised that he had talked with Coatesville City Manager today regarding the CRP grant award to the City for Wagontown Road. He noted that a definite date when City Council will accept the grant is uncertain. Zach Nelson from the Chester County Planning Commission as requested Valley Township’s CDBG grant relinquish letter as soon as possible. **Ms. Boyd made a motion, seconded by Ms. O’Doherty, to relinquish the \$500,000 CDBG funds for Wagontown Road Project and to authorize the Township Manager to sign a letter to the CCDCD notifying them of the relinquishment of the funds.** The motion passed unanimously.

Consideration to authorize Scott Piersol to sign on behalf of Valley Township PennDOT TE-160 forms/agreements relative to PennDOT’s Traffic Signal/ITS program – **Ms. Boyd made a motion, seconded by Ms. Yates, to authorize Scott Piersol to sign on behalf of Valley Township the**

PennDOT TE-160 forms/agreements relative to the Traffic Signal/ITS program. The motion passed unanimously.

Consideration to allow Brian Myers to roll over 4 days (32 hours) of 2021 vacation to 2022 – Ms. Boyd made a motion, seconded by Ms. Yates, to allow Brian Myers to roll over 4 days (32 hours) of 2021 vacation to be used in the first quarter of 2022 at the 2021 pay rate. The motion passed unanimously.,

CITIZEN COMMENTS

None

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

Janis A. Rambo
Township Secretary