

MINUTES FOR DECEMBER 7, 2021

VALLEY TOWNSHIP BOARD OF SUPERVISORS

The first monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, December 7, 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 7:30 p.m. Those participating in the meeting at the Township Building were Supervisors Kathy O'Doherty, Sharon Yates, Carmen Boyd, Casey Max Leidy, and Patrice Proctor. Also in attendance were Amanda Sundquist, Esquire, of Unruh, Turner, Burke & Frees (Township Solicitor); Peter Barsz, Township Treasurer; Chief Glenn Eckman; and Scott T. Piersol, Township Manager. Participating virtually were Michael J. Ellis, P.E., of Pennoni Associates, Inc. (Township Engineer) and Kris Lenhart, Township Roadmaster.

Mr. Piersol noted the format for the hybrid meeting for those wishing to comment and requested those participating virtually keep audio on mute and unmute at designated time to speak or when called upon by the Board of Supervisors.

ANNOUNCEMENT OF MEETINGS/ACTIONS OF THE BOARD

Ms. Proctor noted that the Board of Supervisors met in Executive Session prior to the meeting beginning at 6:00 p.m. to review possible litigation and personnel issues.

CITIZEN COMMENTS ON AGENDA ITEMS

None

OATH OF OFFICE

Chief Eckman presented Officer David Pomroy who was promoted from Part-Time Officer to Full-Time Officer. He noted that Officer Pomroy has been working at Valley since January 2021, holds a Bachelor's Degree, and is a graduate of the State Police Academy. Chief Eckman introduced The Honorable Judge Nancy Gill who administered the Oath of Office to Officer Pomroy.

CITIZEN COMMENTS ON AGENDA ITEMS

Due to issues with the audio equipment at the start of the meeting, Ms. Proctor again asked if there were any Citizen Comments on the agenda items. It was noted that there were none.

APPROVE MINUTES AS WRITTEN

Ms. Boyd made a motion, seconded by Ms. Yates, to approve the minutes of the November 16, 2021, Board of Supervisors Meeting. The motion passed with Mr. Leidy abstaining as he was not in attendance at the November 16, 2021, meeting.

APPROVE PAYMENT OF BILLS

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

GENERAL COMMENTS

Ms. Proctor noted the following:

- Township Building has reopened to the public. Hours are 8:00 am to 4:00 pm, Monday through Friday (excluding holidays). MASKS ARE REQUIRED TO BE WORN.
- Drop off recycling of electronics and television collection has been suspended at the Township Building until our disposal company can begin collecting items and we are re-registered with the DEP. Residents can take one television per vehicle to the Chester County Solid Waste Authority Landfill (Route 322, west of Honey Brook)
- Discount movie ticket sales are available for purchase for \$9.50 each (cash sales only)
- Compost site open December 11, 2021, 8:00 am to 2:00 pm (2240 Upper Gap Road)
- Mattress collection – December 27 – pre-paid fees apply
- Township office and Public Works Department will be closed on December 24 and 31; Trash and Recycle pick up for those days will be the following Monday (December 27 and January 3)

EMERGENCY MANAGEMENT MONTHLY REPORT

Deputy Emergency Management Coordinator Scott Piersol reported that the Chester County 2021 Hazard Mitigation Plan is being requested to be adopted by the Valley Township Board of Supervisors. Unfortunately, the item was not included on the final agenda that was posted. The consideration to adopt a Resolution adopting the County's 2021 Hazard Mitigation Plan as the Township's plan will be placed on the December 21, 2021, agenda.

CITIZENS REQUEST TO BE ON THE AGENDA

None

SOLICITOR'S REPORT

Ms. Sundquist presented the following for the Board's consideration relative to the Valley Suburban Subdivision and Land Development Plan:

- Approval of Valley Suburban Subdivision and Land Development Agreement – Upon review and recommendation of the Township Solicitor, Ms. **Yates made a motion, seconded by Mr. Leidy, to approve the Valley Suburban Subdivision and Land Development Agreement between Valley Township and Valley Square Development Associates, LP, subject to resolution of the Professional Services Agreement.** The motion passed unanimously.

- Approval of Valley Suburban Financial Security Agreement – Upon review and recommendation of the Township Solicitor, **Mr. Leidy made a motion, seconded by Ms. Yates, to approve the Valley Suburban Financial Security Agreement between Valley Township and Valley Square Development Associates, LP, subject to resolution of the Professional Services Agreement.** The motion passed unanimously.
- Approval of Valley Suburban Deed of Dedication for Open Space – Upon review and recommendation of the Township Solicitor, **Ms. Yates made a motion, seconded by Mr. Leidy, to approve Deed of Dedication for Open Space between Valley Township and Valley Square Development Associates, LP, subject to resolution of the Professional Services Agreement.** The motion passed unanimously.
- Approval to approve Stormwater Management Practices and Conveyances Operation and Maintenance Agreement – Upon review and recommendation of the Township Solicitor, **Ms. Yates made a motion, seconded by Mr. Leidy, to approve the Stormwater Management Practices and Conveyances Operation and Maintenance Agreement between Valley Township and Valley Square Development Associates, LP, subject to resolution of the Professional Services Agreement.** The motion passed unanimously.

Discussion/consideration to declare elected auditor Elizabeth Stippich's seat vacant – Ms. Sundquist advised that letters had been sent to Ms. Stippich and her Power of Attorney with the latest letter advising that if the Board did not hear back by December 6, 2021, confirming her residency in Valley Township, that her seat would be declared vacant. **Ms. O'Doherty made a motion, seconded by Mr. Leidy, to declare Ms. Stippich's seat as an elected auditor vacant.** The motion passed unanimously.

Discussion/consideration to appoint an elected auditor to fill the vacant seat – **Mr. Leidy made a motion, seconded by Ms. Yates, to appoint Anthony Coloe to fill the vacant seat on the elected board of auditors.** Ms. O'Doherty noted that she wished to disclose that Mr. Coloe is her husband. The motion passed with Ms. O'Doherty abstaining. It was noted that Mr. Coloe would serve to December 31, 2023 and the remaining unexpired two years of the term would be on the 2023 ballot.

Discussion/consideration to set date for the Zoning Map Amendment hearing involving Valley View Business Park Lot 8 and two other parcels – The consensus of the Board was to set the date for the Zoning Map Amendment hearing for January 18, 2021.

Ms. Sundquist departed the meeting at this time.

ENGINEER'S REPORT

Mr. Ellis submitted the Engineer's Report which is on file in the Township Office. He reported on the following items from the report:

- Oakcrest Phase 2 – Mr. Ellis reported that construction observations continued for restoration work of the stream embankment and basis and they continue to coordinate

with the contractor and developer's representative on completion of remaining punch list work.

- Oakcrest Phase 1 – Pennoni has performed inspections of punch list work under the 18-month maintenance security. Upon completion of the remaining items, the maintenance security can be released.
- Valley View Business Park Lot 8 – Pennoni completed review of the Sewage Facilities Planning Module and coordinated for signatures and submission to DEP with the design consultant. It is Pennoni's understanding that the design consultant is preparing a revised plan submission to address their latest comments before requesting Land Development Plan consideration by the Board of Supervisors at their January 18, 2022, public meeting. There is a meeting to discuss Lot 8B.
- Cleveland-Cliffs Building Expansion – Pennoni has reviewed the first Land Development Plan submission, provided a comment letter, and met virtually with the design consultant and owner to discuss comments.
- Abdala Subdivision and New Building – A subdivision and land development plan submission was received and is scheduled for review.
- SWM Ordinance Update – Mr. Ellis reviewed that the Chester County Water Resources Authority Act 167 Plan Update and draft County-wide model stormwater ordinance update is in the process of formal public review. CCWRA has requested municipalities review and provide comments. Mr. Ellis inquired if the Board wished Pennoni to review on behalf of the Township and provide any comments. **Mr. Leidy made a motion, seconded by Ms. O'Doherty, to authorize Pennoni to do a review of the CCWRA Plan and provide comments on behalf of the Township.** The motion passed unanimously.
- Valley Crossing Stormwater Basin and Swale Rehab – A kick-off meeting is being scheduled.
- CDBG Re-applications – Mr. Ellis noted that there has been no activity for the award decision for the re-application projects of Bradley Avenue Bridge and Road Construction and the Valley Crossing Stormwater Basin Retrofit Projects. Awards are expected in mid-December.
- Roads – Pennoni coordinated with Lennar Homes, Township staff and the Hillview HOA for improved road closure barriers to be installed to prevent construction vehicular access through Hillview to the connected Meadows development in Caln Township while it is under construction. The barriers were required as part of Valley's Road Opening Permit procedure.

At this time, Mr. Ellis and Chief Eckman departed the meeting.

OLD BUSINESS

Follow up Presentation by Keystone Lighting Solutions and discussion/consideration to adopt a Resolution authorizing Phase 2 and approval of the Agreement for Professional Services with Keystone Lighting Solutions – Mike Fuller of Keystone Lighting Solutions made a follow up presentation regarding the Regional Streetlight Procurement Program. Following the presentation and discussion, **Ms. O'Doherty made a motion, seconded by Mr. Leidy, to adopt Resolution 2021-21, a resolution authorizing Phase 2 of the Regional Streetlight**

Procurement Program and to approve the Agreement for Professional Services with Keystone Lighting Solution in the amount not to exceed \$4,177. The motion passed with Ms. Boyd voting nay.

At this time, Mr. Barsz departed the meeting.

ADDITION TO THE AGENDA

Mr. Leidy made a motion, seconded by Ms. O'Doherty to add to the agenda consideration to make an appointment to the Planning Commission to fill the vacant seat noting that this item was being added this evening following conclusion of interviews on Monday evening, December 6, following the required posting of the meeting agenda. The motion passed unanimously.

At this time, Ms. Proctor asked for comment regarding the addition to the agenda to **consider making an appointment to the Planning Commission to fill the vacant seat.** It was noted that there was no comment from the public regarding the addition to the agenda.

Ms. O'Doherty made a motion, seconded by Mr. Leidy, to appoint Sharon Physer to the vacant seat on the Planning Commission to a term to expire on December 31, 2021. The motion passed unanimously.

Ms. Proctor noted that the Board would need to pass a resolution to appoint an alternate to the Planning Commission. **Mr. Leidy made a motion, seconded by Ms. O'Doherty, to add to the agenda to adopt a Resolution to add an alternate to the Planning Commission, as the recent interviews had two interested individuals.** The motion passed unanimously.

At this time, Ms. Proctor asked for comment regarding the addition to the agenda to consider adoption of a Resolution to add an alternate to the Planning Commission. There were no public comments noted.

Ms. O'Doherty made a motion, seconded by Mr. Leidy, to adopt a Resolution to add an alternate to the Planning Commission. The motion passed unanimously.

MANAGER'S REPORT

Mr. Piersol reviewed his written report noting South Mt. Airy Road and south Park Avenue bridge inspections in order to obtain costs to provide FEMA; an update on the Wagontown Road CRP grant application acceptance by the City of Coatesville and upcoming CDBG grant announcement anticipated by the County Commissioners at their December 14 meeting; and an update on the Business Route 30 Task Force upcoming meeting on December 28.

NEW BUSINESS

Consideration to authorize advertising of annual Organization Meeting and first monthly meeting for January 3, 2022 at 7:00 p.m. – **Mr. Leidy made a motion, seconded by Ms. O’Doherty, to authorize advertising of the 2022 Organization Meeting and the first monthly meeting to follow for January 3, 2022, at 7:00 p.m.** The motion passed unanimously.

Consideration to authorize advertising of annual Auditors Meeting for January 4, 2022, at 7:00 p.m. – **Mr. Leidy made a motion, seconded by Ms. O’Doherty, to set the annual Auditors Meeting for January 4, 2022, at 7:00 p.m.** The motion passed unanimously.

Consideration to authorize advertising to appoint auditor (CPA) at organization meeting – **Mr. Leidy made a motion, seconded by Ms. O’Doherty, to authorize the advertising to appoint an auditor (CPA) at their annual organization meeting of January 3, 2022.** The motion passed unanimously.

Consideration to approve Traffic Signal Maintenance Two-Year Contract Renewal with Signal Service for 2022 and 2023 in the amount of \$525 annually – **Mr. Leidy made a motion, seconded by Ms. Boyd, to approve the Traffic Signal Maintenance Contract Renewal with Signal Service for 2022 and 2023 in the amount of \$525 annually.** The motion passed unanimously.

Consideration to approve Programmed Maintenance Program Agreement with Trefz Mechanical Inc. for 2022 in the amount of \$15,173.00 to be billed in quarterly payments – After discussion **Mr. Leidy made a motion, seconded by Ms. O’Doherty, to table the decision regarding the Programmed Maintenance Program Agreement with Trefz following review of the Agreement terms by the Solicitor.** The motion passed unanimously. Mr. Piersol noted that he would forward the proposal to the Solicitor.

Consideration to allow Kathy Jeffers to roll over one day (8 hours) of 2021 vacation to 2022 – **Mr. Leidy made a motion, seconded by Ms. Yates, to allow Kathy Jeffers to roll over 8 hours of 2021 vacation to 2022 to be used within the first quarter of 2022 at the 2021 hourly rate.** The motion passed unanimously.

Consideration to allow Sgt. Parker to roll over a total of 76 vacation hours (36 additional hours above the 40 hours generally permitted) – After review and discussion acknowledging that Sgt. Parker was unable to get in many planned dates of vacation due to the police staff shortage and his responsibilities while the Township did not have a police chief, **Mr. Leidy made a motion, second by Ms. O’Doherty, to authorize the additional rollover of 36 hours into 2022 to be used by the end of the second quarter of 2022 at the 2021 pay rate.** The motion passed unanimously.

Consideration to accept Denise Pugh’s resignation from the Parks & Recreation Authority – **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to accept the resignation of Denise Pugh from the Parks and Recreation Authority.** The motion passed unanimously.

Consideration to modify the Township's group life insurance levels of coverage for Non-Uniform and Exempt Employees – **Mr. Leidy made a motion, seconded by Ms. Yates to authorize an increase to the non-uniform employees' life insurance amount, pending the non-uniform contract ratification, to \$50,000.00 and to increase the exempt employees' life insurance coverage to \$100,000.00 effective January 1, 2022.** The motion passed unanimously.

Discussion/consideration regarding completing the cleanout of former Township Building –

There was discussion regarding the items that still need to be cleaned out of the former Township Building. Mr. Lenhart reported that progress is being made in the basement taking out old boxes of paperwork that has been exposed to mold and asbestos. Mr. Proctor noted that there is a lot of plans on the first floor and up in for the former Codes area. There was discussion regarding some of the plans that were rolled up in a section near for the former Roadmaster desk when Public Works was still in the building and then the Code Officer desk that were very yellow and the condition of the area where these plans were stored regarding issues in handling these plans. It was noted that there was still furniture in the building and old filing cabinets with contents in them. Mr. Lenhart advised that these cabinets could be relocated for the second floor of the new building and reviewed as the locks have been opened. He noted however that at this time of the year, there are many employees who are scheduled for time off and manpower would be limited.

CITIZEN COMMENTS

None

There being no further business to discuss, the meeting was properly adjourned at 10:45 p.m.

Janis A. Rambo
Township Secretary