

MINUTES FOR DECEMBER 21, 2021

VALLEY TOWNSHIP BOARD OF SUPERVISORS

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, December 21, 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 7:53 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 Glenn D. Eckman, Chief of Police; Peter Barsz, CPA, Treasurer; and Scott T. Piersol, Township Manager. Amanda Sundquist, Esquire, of Unruh, Turner, Burke & Frees (Township Solicitor) and 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

None

APPROVAL OF MINUTES

Ms. Boyd made a motion, seconded by Ms. Yates, to approve the minutes from the December 7, 2021, meeting as presented. The motion passed unanimously.

TREASURER'S REPORT

Mr. Barsz reported on the Township's reconciled fund balances as of November 30, 2021:

General Fund	\$22,312,685.54
Payroll Fund	\$118,770.20
Sewer Fund	\$151,955.91
Water Fund	\$478,861.56
Fire Tax Fund	\$187,173.19
Ambulance/EMS Tax Fund	\$158,396.46
State Fund (Liquid Fuels)	\$127,813.00
Oakcrest Maintenance Escrow	\$299,083.70
Escrow Accounts	\$131,651.95
Total Balance	\$23,966,391.51

Ms. O'Doherty made a motion, seconded by Ms. Yates, to accept the Treasurer's Report as presented. The motion passed unanimously.

Consideration regarding investment of funds – Mr. Barsz reviewed some rates for short- and long-term investments provided by PLGIT. After review of the information provided by PLGIT, Mr. Barsz asked the Board to table any decision at this time as there were some questions of rates as provided by Paul Robinson of PLGIT. **Ms. O’Doherty made a motion, seconded by Ms. Yates, to table any decision regarding investment of funds through PLGIT.** Ms. Proctor inquired if the Township could invest in CDs at local banks; Mr. Barsz confirmed that was allowed under Act 72. The motion passed unanimously.

APPROVE PAYMENT OF BILLS

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

BOARD GENERAL COMMENTS

Ms. Proctor reviewed the upcoming Board announcements:

- 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 January 8, 2022, 8:00 am to 2:00 pm (2240 Upper Gap Road)
- Mattress collection – December 27 – pre-paid fees apply
- Township office will be closed on December 24 & 31
- December holiday trash/recycle collection: December 24 trash & recycle on Monday, December 27 and December 31 trash and recycle collection on January 3, 2022
- Annual Organization meeting – Monday, January 3, 2022, at 7:00 p.m. with regular monthly meeting to follow
- Christmas Tree collection: January 3, 10, and 24

CITIZEN REQUEST TO BE ON THE AGENDA

None

DEPARTMENT REPORTS

Police Report – Chief Eckman reported on the Department’s activity November. Total calls were 1,086; year to date is 11,467. Chief Eckman reported that:

- The Police Department was honored by the Ministers Alliance of Coatesville and Vicinity during the “Service of Appreciation” for First Responders on November 24, 2021, at the New Life in Christ Fellowship Church. Chief Eckman was present along with Supervisor Proctor and Joy Hurst of the administration office.
- The Department conducted firearms training at the Chester County Training Center in South Coatesville on November 30 and December 1. The training was conducted by certified firearms instructors Eckman and Parker.
- Officer Duca participated in the Coatesville Area Police “Shop with a Cop” at the Parkesburg Walmart on December 11.
- The Police Department, along with participation from the Board of Supervisors and

Administration Staff participated in “Project Gingerbread” which “adopted” five children from Rainbow Elementary School to provide gifts and clothing for Christmas. The donations were dropped off at Rainbow Elementary School yesterday.

- Chief, on behalf of the Police Officers, thanked the Board of Supervisors for the Employee Appreciation and Recognition Day on December 17. He noted that it was his understanding that the luncheon was on a small scale compared with other years prior to 2020, but noted that to take time out to recognize the employees’ contributions was appreciated.

Consideration to accept the resignation of part-time officer Anthony Faraca – Chief Eckman that Officer Faraca has provided his two week notice to resign effective December 26, 2021, as he has accepted a position to work in New Jersey which he has been pursuing. **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to accept the resignation of Officer Anthony Faraca with regret.** The motion passed unanimously.

Consideration to hire extend an offer of employment for a part-time police officer – **Ms. O’Doherty made a motion, seconded by Ms. Yates, to extend an offer, based of Chief Eckman’s recommendation, to Ryan Ohar as a part-time, probationary part-time police officer contingent upon his satisfactorily passing the physical and drug screening.** The motion passed with Ms. Boyd voting nay.

Consideration to allow Officer John McNeil to carry over a total of 57 hours of 2021 vacation into 2022 – After discussion, **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to allow Officer McNeil to carry over an additional 17 hours of vacation over the 40 hours permitted in the Collective Bargaining Agreement, to be used by the end of June 2022 at the 2021 pay rate.** The motion passed unanimously.

Fire/EMS – It was noted that Chief McWilliams was present at the start of the meeting but left following the opening to respond to a call. It was noted that Westwood’s monthly reports for November for Fire and Ambulance/EMS were in the packets.

PLANNING COMMISSION REPORT

Tom Burt provided the Planning Commission report for their December meeting. He reported that the new Planning Commission member, Sharon Pysher, was present and member Tamarkius Roby participated virtually from his deployment location.

The Airport Expansion plans are being worked on and there is continued discussions regarding sidewalks noting that the Airport does not want to install them as there is nothing to connect to. Cleveland Cliffs did not attend the meeting.

ENGINEER’S REPORT

Consideration to accept Change Order for 2021 Road Program for quantities – **Ms. O’Doherty made a motion based on the Township Engineer’s recommendation, seconded by Ms. Boyd, to accept the Change Order for the 2021 Road Program in the amount of \$30,171.70 to formalize a net increase for the as built quantities of pavement materials used as well as the previously**

approved South Mt. Airy Rad repairs and improvements. The motion passed unanimously.

Consideration to approve final payment to John A. DiRocco General Contractors for 2021 Road Program Project – Based on the Township Engineer’s recommendation, **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to authorize final payment for the 2021 Road Program to John A. DiRocco General Contractors in the amount of \$34,741.02.** 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 observation of milling of a small damaged patch of road near Basin #1. The area was to have been paved by now, but the contractor has repetitively rescheduled the work and has not provided a firm date for it. The developer’s representative agreed to clean and television the Basin #2 infiltration bed as soon as ground is solid to access it with a truck without causing excessive disturbance to the basin.
- Oakcrest Phase 1 – Pennoni is still awaiting a for two items to be completed: replacement of a sanitary sewer manhole lid and installation of two speed limit signs.
- Valley Suburban Center – Site construction has begun and Pennoni performed observation of installation of erosion and sediment controls. Earthwork to begin in January. Mr. Ellis advised the Board of Supervisors that they have been approached by Pennsylvania American Water about their availability to provide inspections at the Valley Suburban site, operations consultation, such as preparing the Chapter 94 Report, during the transition period. He noted that they would not be able to do any road opening permits or land development consultation as that would be a conflict of interest with the Township. Mr. Ellis asked the Board if there would be any problems providing these professional services to PAWC. After discussion and consulting the Township Solicitor, it was requested that all proposed work or services to be provided in writing to the Township to review.
- West Lincoln Highway Corridor Master Plan – Pennoni continues with background research and prepared associated materials for the second Task Force meeting scheduled for December 28, 2021.
- 140 Andrews Lane Sewer Extension – Pennoni met virtually with the applicant, PAWC and the Township Manager to transition oversight of the planning and design of the proposed low-pressure sewer extension to PAWC for the proposed new house.

At this time, Mr. Ellis departed the meeting.

SOLICITOR’S REPORT

Consideration to adopt a Resolution appointing a Planning Commission Alternate – **Ms. Yates made a motion, seconded by Ms. O’Doherty, to adopt Resolution 2021-22, a Resolution to appoint an alternate member to the Planning Commission thereby appointing Shawn Leonard to a four-year alternate term to expire December 31, 2025.** The motion passed unanimously.

Consideration to declare the position of Elected Tax Collector as vacant for 2022 and 2023 and

appoint the Chester County Treasurer to collect the Township's real estate taxes – Ms. Sundquist reviewed that Sydney Proctor has submitted a *Non-Acceptance Affidavit* that she would not accept the write-in votes cast for her in the November 2, 2021 Municipal Election for the office of Tax Collector. Therefore, the seat is now considered vacant. **Ms. O'Doherty made a motion, seconded by Ms. Yates, to declare the seat of Elected Tax Collector as vacant.** The motion passed unanimously. **Ms. O'Doherty made a motion, seconded by Ms. Yates, to appoint the Chester County Treasurer as Tax Collector for the Township's real estate taxes.** The motion passed unanimously.

Discussion/consideration regarding a Memorandum of Understanding with Westwood Fire Company – **Ms. O'Doherty made a motion, seconded by Ms. Boyd, to table any discussion regarding a Memorandum of Understanding/Agreement with Westwood Fire Company.** The motion passed unanimously.

ADOPTION OF 2022 BUDET

Consideration to Adopt 2022 Budget – **Ms. Yates made a motion, seconded by Ms. Proctor, to adopt the 2022 Budget as presented and advertised.** The motion passed unanimously.

Consideration to Adopt a Resolution setting the 2022 tax rates – **Ms. O'Doherty made a motion, seconded by Ms. Boyd, to adopt Resolution 2021-23, a resolution setting the tax rates for 2023 which were noted as being unchanged from 2021.** The motion passed unanimously.

Consideration to adopt 2022 Wages – It was noted that the non-uniform collective bargaining contract has not been approved and ratified to date; therefore, wage rates for employees covered under that contract would be approved with the CBA approval. **Ms. Boyd made a motion, seconded by Ms. O'Doherty to approve the Employee Pay Rates as presented noting that new hire part-time police officers shall start at \$20.75, go to \$21.50 at six months, and after one-year of service go to \$23.50 per hour.** The motion passed unanimously.

At this time, Mr. Barsz departed the meeting.

DEPARTMENT REPORTS

Public Works – The written monthly report was provided to the Board of Supervisors. Mr. Piersol reviewed some items from the report in Mr. Lenhart's absence.

Administration – Monthly report was distributed.

Codes – Ms. Yates noted that the monthly report had been distributed and commented that rental and resale inspections remain above normal

Workplace Safety Committee – Ms. O'Doherty reported that Committee met last week. No new injury claims were reported. Mr. Piersol noted that a Health and Safety draft Document was reviewed and forward to the Police Chief to review for sections that would pertain to the Police Department. Ms. O'Doherty noted the importance of attending the meeting on a regular basis.

Parks & Recreation – Ms. Proctor reported that she will be turning over pictures to the Public Works

Department of possible repairs and updates that will be needed at the park. She stated at the next meeting that the Committee will be meeting with a local promoter of concerts. She also thanked everyone who helped prepare for and participated in the tree lighting event to include the gift bags that were put together by the volunteers for the children that attended.

Historic Committee – Ms. Boyd reported meetings will be set up with Diane Kram and Kathleen Hood to include tours of some sites to include the Stoltzfus House.

EAC – Ms. Yates reported that the EAC met and are reviewing upcoming events in conjunction with the Brandywine Conservancy's creek clean up and researching nature resources/plant life in the area.

At this time, Ms. Boyd departed the meeting.

MANAGER'S REPORT

Mr. Piersol reviewed his written report as submitted. He and Ms. O'Doherty reported on the upcoming WCC COG event to be held on January 26, 2022, at G.A. Vietri's to showcase the COG's accomplishments and projects being discussed such as the Animal Control program. The COG hopes to re-engage some member municipalities who have not participated with the COG in the past several months. They invited all Board members and staff to attend.

OLD BUSINESS

Consideration to adopt a Resolution adopting the Chester County 2021 Hazard Mitigation Plan – **Ms. O'Doherty made a motion, seconded by Ms. Yates, to adopt Resolution 2021-25, a Resolution that adopts the Chester County 2021 Hazard Mitigation Plan as the Township's official plan and that the respective officials and agencies identified in the implementation strategy of the Chester County 2021 Hazard Mitigation Plan are hereby directed to implement the recommended activities assigned to them.** The motion passed unanimously.

Consideration to approve the annual Programmed Maintenance Program Agreement with Trefz Mechanical Inc. for 2022 in the amount of \$15,173 – After review of the proposal, **Ms. O'Doherty made a motion, seconded by Ms. Yates, to approve the Programmed Maintenance Agreement with Trefz Mechanical for 2022 in the amount of \$15,173 contingent upon review and confirmation that the Township could cancel with 60 days' notice without penalty.** The motion passed unanimously.

Discussion/consideration regarding Agreement for Leaf Vac with East Fallowfield Township – After review, **Ms. O'Doherty made a motion to approve the Agreement contingent of the Board of Supervisors' acceptance of revised Paragraph 8. Ms. Yates seconded the motion.** The motion passed unanimously.

NEW BUSINESS

Discussion/consideration to allow Janice Duca to carry over 24 hours of 2021 vacation to 2022 – **Ms. O'Doherty made a motion, seconded by Ms. Yates, to authorize Janice Duca to carry over 24 hours of 2021 vacation to 2022 to be used in the first quarter of 2022 at the 2021 pay rate.** The motion passed unanimously.

Discussion/consideration to allow Janice Duca to sell back 24 hours of 2021 vacation – It was noted that the CBA permits eligible employees to notify intent to sell back vacation by the first pay in August and first pay in December, which was payable on December 1. **Ms. Yates made a motion, seconded by Ms. O'Doherty to allow Janice Duca to sell back 24 hours of 2021 vacation payable in the last payroll of 2021.** The motion passed unanimously.

Discussion/consideration to modify Employee Personnel Manual – **Ms. O'Doherty made a motion, seconded by Ms. Yates, to amend the Employee Personnel Manual as follows:**

- **Section 12 – regular full-time employees shall be granted three (24 hours) per year**
- **Section 10 – add Juneteenth holiday**
- **Section 3.2 - probationary period shall increase from six months to one-year**

The motion passed unanimously.

Consideration regarding application refund of \$50 for Lauren M. Streubert (311 Baltusrol Drive) – Ms. Streubert's letter was reviewed by Mr. Piersol who noted that he had erred regarding her initial setback inquiry for a shed on her property which is in the Conservation District. **Ms. O'Doherty made a motion, seconded by Ms. Yates, to authorize the refund for Lauren M. Streubert in the amount of \$50.00.** The motion passed unanimously.

Consideration to approve 2022 Holiday Schedule – **Ms. Yates made a motion, seconded by Ms. O'Doherty, to approve the 2022 Holiday Schedule as presented:**

<i>Holiday</i>	<i>Observed Holiday Date</i>	<i>Trash Collection</i>	<i>Recycle Collection</i>
New Year's Day	Friday, December 31, 2021	January 3	January 3
Martin Luther King Day	Monday, January 17	January 18	---
Presidents' Day	Monday, February 21	February 22	---
Memorial Day	Monday, May 30	May 31	---
Juneteenth	Monday, June 20	June 21	
Independence Day	Monday, July 4	July 5	---
Labor Day	Monday, September 5	September 6	---
Veterans' Day	Friday, November 11	November 14	November 14
Thanksgiving Day	Thursday, November 24	November 25	November 25
Day After Thanksgiving	Friday, November 25	November 25	November 28
Christmas	Monday, December 26	December 27	

The motion passed unanimously.

Consideration to approve 2022 Public Works Collections – **Ms. O'Doherty made a motion, seconded by Ms. Yates, to approve the 2022 Public Works Collections as presented:**

	Spring Bulk	Fall Bulk
Hayti, Quiet Village, Rainbow, Rock Run, West Lincoln Highway, Airport Road, Oakcrest, Meadowbrook	April 18, 2022	September 12, 2022
Mineral Springs Road, Hilltop Lane, Country Club Valley, Valley Springs, Beacon Hill, Country Ridge, Valley Farms, Villages at Hillview	April 25, 2022	September 19, 2022
Westwood area, Charles Street, Madison Street, Gap Road, Valley Crossing, Springbrook Village	May 2, 2022	September 26, 2022
Yard Waste Pick Up	North Side June 13 July 11 August 8 September 12 October 10	South Side June 21 July 18 August 15 September 19 October 17
Leaf Pick Up	November 7, 14, 21, 28 & December 5	
Christmas Tree Pick Up 2023	January 9 & 23	

The motion passed unanimously.

Discussion regarding Visual Sound request to provide a Rough Order of Magnitude (ROM) – Ms. O’Doherty reviewed the scope to perform a ROM from Visual Sound which was received today. It was the consensus of the Board to proceed for Visual Sound to prepare a ROM for Version 2 which includes a screen.

CITIZEN COMMENTS

None

There being no further business to discuss, the meeting was properly adjourned at 11:52 p.m.

Janis A. Rambo
Township Secretary