

MINUTES FOR JANUARY 4, 2021 VALLEY TOWNSHIP BOARD OF SUPERVISORS

The first monthly meeting of the Valley Township Board of Supervisors was held on Monday, January 4, 2021, immediately following the annual Reorganization Meeting via virtual meeting through *Go To Meeting*.

The Board of Supervisors meeting was called to order by Chairwoman Patrice Proctor. Those participating in the meeting were Supervisors Kathy O'Doherty, Sharon Yates, Carmen Boyd, and Patrice Proctor. Supervisor Christopher Lehenky was absent. 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 that the Board of Supervisors met in Executive Session on the following dates:

- December 17, 2020, at 6:00 p.m. to discuss personnel
- December 22, 2020, following interviews to discuss personnel
- December 23, 2020, following interviews to discuss personnel
- December 30, 2020, following interviews to discuss personnel

CITIZEN COMMENTS ON AGENDA ITEMS

None.

APPROVE MINUTES AS WRITTEN

Ms. O'Doherty made a motion, seconded by Ms. Boyd, to approve the minutes of the December 15, 2020, and December 22, 2020, Board of Supervisors meetings The motion passed unanimously.

APPROVE PAYMENT OF BILS

Ms. Boyd made a motion, seconded Ms. Yates to approve the ratification of the payment of 2020 year-end bills and payment of bills listed on the January 4, 2021, list of bills. The motion passed unanimously.

CITIZEN'S REQUEST TO BE ON THE AGENDA

None

SOLICITOR'S REPORT

Ms. Sundquist thanked the Board for reappointing Unruh Turner Burke and Frees. She advised that she did not have anything to report or for consideration at this evening's meeting. At this time, Ms. Sundquist departed the meeting.

ENGINEER'S REPORT

Mr. Ellis thanked the Board for reappointing Pennoni Associates as the Township's Engineer once again.

Consideration to approve Financial Security Release #4 for Little Red Dog LLC (Cigas Machine Shop/Valley View Business Park Lot 7) – Ms. Yates made a motion, based on the Engineer's recommendation, to approve Financial Security Release #4 in the amount of \$5,520.00 for Little Red Dog LLC. Ms. Boyd second the motion. The motion passed unanimously.

Consideration to approve Payment #3 for Marino for Concord Street Project - Mr. Ellis reviewed the payment application for Marino Corporation. Based on the Engineer's recommendation, Ms. Boyd made a motion, second by Ms. O'Doherty, to authorize Payment Application #3 to Marino Corporation in the amount of \$40,591.44. The motion passed unanimously.

Consideration to approve Change Order #1 for Concord Street Project – Mr. Ellis reported that the proposed Change Order is still being reviewed with the contractor and not ready to be submitted to the Board of Supervisors for consideration at tonight's meeting.

Consideration to approve Change Order to Advanced Pavement Group for the 2020 Road Program Contract – Mr. Ellis review the proposed Change Order to reduce the contract in the amount of \$550 for the inlet steps that the contractor did not complete and to adjust the actual quantities in the net amount of \$19,469.40. Ms. O'Doherty made a motion based on the Township Engineer's recommendation, seconded by Ms. Boyd, to approve Change Order #1 to Advanced Pavement Group in the total amount of \$19,469.40 for the 2020 Road Program. The motion passed unanimously.

Consideration to approve Payment #2/Final to Advanced Pavement Group for the 2020 Road Program – As per the recommendation of the Township Engineer, Ms. O'Doherty made a motion, seconded by Ms. Yates, to approve Payment #2/Final to Advanced Pavement Group in the amount of \$14,445.15 for the 2020 Road Program. The motion passed unanimously.

Consideration to approve proposal from Gomez Excavating in the amount of \$550 – Ms. O'Doherty made a motion, seconded by Ms. Yates, to accept the proposal from Gomez Excavating in the amount of \$550 to remove three existing steps and install five new steps

in the existing storm drain box which was part of the 2020 Road Program contract with Advanced Pavement Group. The motion passed unanimously.

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 2 – Mr. Ellis reported they attended a field meeting on December 23 with the HOA, developer, contractor and Supervisors to discuss status, punchlist items, HOA questions, and new points of contact for the developer. Additionally, an updated reduced punchlist to address items that have been completed and new items have arisen since the last punchlist issuance in May. The timber pedestrian bridge has been delivered to the site and is awaiting installation upon resubmission and approval of design plans. The developer is also commissioning engineering design and survey work and plan submissions to the Township for the open space re-grading, sidewalk grading between West Chestnut Street and the bridge, and Basin #1 outlet piping reconstruction before continuing with any associated construction activities. Ms. Proctor noted that the residents at Oakcrest do not want the pedestrian bridge.
- Valley View Business Park Lot 6 & 7 – Mr. Ellis noted that most site work is now completed and they have demobilized for the winter.
- Township Municipal Complex – Ms. Ellis reported that Gomez Excavating tentatively plans to construct the detention basin underdrain at the end of January, weather permitting and if the basin is not too wet. Mr. Ellis also reported that Pennoni's electrical engineer reviewed equipment documentation for the generator and HVAC equipment to determine options and spacing for enclosures and protection. Recommendations will be forwarded the week of January 4.
- DEP Grants Update – Mr. Ellis reported that an announcement from DEP notes grants award to Valley Township and the City of Coatesville. He noted that \$300,000 was awarded to the City of Coatesville for the Millview basin and restoration of outfall. Ms. Proctor asked for confirmation that this is for the damage at the Pugh property. Mr. Ellis confirmed that this is the outfall; however, he noted that the total grant application was submitted for \$401,000 and that the award was for \$300,000. The original grant application was for \$272,000 for the Millview Basin and \$200,000 for the Pugh property restoration. The original amount of Valley Township contribution/match for this project was \$30,000; the contribution based on the award would now be \$80,000. He noted that the grant award has a three-year implementation and that additional information and a coordination meeting with the City of Coatesville and Mr. and Mrs. Pugh will need to be scheduled. Ms. O'Doherty stated that she thought Mr. Pugh would not sign consent paperwork when this grant application was submitted. Mr. Ellis confirmed that he did not and that this would need to be addressed as part of the project. Mr. Ellis stated that the Valley Crossing basin and swale grant was awarded in the full amount requested: \$188,000 of grant funding and the Township's match of \$28,000.
- Chester County Airport – Pennoni attended a third virtual pre-application meeting with the design consultant on December 22. The revised plan is now proposing an equipment storage facility on the northwest end of the Airport property along Lincoln Highway I lieu of a new hangar. Instead, two new hangars are proposed at the southwest corner of

the site between the South Apron and Rockdale Drive. In addition, construction of a western access drive off Lincoln Highway is no longer proposed across from Buckthorn Drive; the existing emergency access drive is just proposed to be widened and maintained for emergency use only. A preliminary Land Development Plan is expected to be submitted in January.

At this time, Mr. Ellis departed the meeting.

OLD BUSINESS

Discussion/consideration to ratify starting rate for part-time maintenance laborer – Ms. Boyd made a motion, seconded by Ms. O’Doherty, to ratify the starting rate for the part-time maintenance laborer to \$15.50 per hour. The motion passed unanimously.

NEW BUSINESS

Discussion of Public Notice announcements for 2021– Ms. O’Doherty made a motion, seconded by Ms. Boyd, to set notifications of public notices for 2021 in the *Daily Local News* and, as appropriate, communication for emergency announcements on KYW, Township Building digital sign, bulletin board and website, readychesco.org and Channel 66. The motion passed unanimously.

Authorization for PSATS Annual Conference attendance- It was noted at the present time, PSATS had set their annual conference for 2021; registration fees for the 2020 conference are still credited with PSATS. The Board stated that they did not know how this conference would be able to be attended under the current gathering restrictions and social distancing. It was noted that PSATS would make a decision near the end of February regarding the meeting. The consensus of the Board is that the Township would not be attending the conference but would wait to see if an alternate virtual conference would be set or if the conference would be postponed or canceled for 2021.

Appointment of voting delegate for PSATS Annual Conference – Ms. Boyd made a motion, seconded by Ms. Yates, to appoint Kathy O’Doherty as the voting delegate for Valley Township for the PSATS Annual Conference should an alternative method of onsite conference attendance voting be established for 2021. The motion passed unanimously.

Consideration of yearly resolutions:

- Police Pension Contribution Waiver – Ms. O’Doherty made a motion, seconded by Ms. Boyd, to adopt Resolution 2021-04, a Resolution approving that uniformed employees be exempt from making contributions to the Valley Township Police Pension Plan for 2021. The motion passed unanimously.
- Non-Uniformed Pension Contribution Waiver – Ms. O’Doherty made a motion, seconded by Ms. Boyd, to adopt Resolution 2021-05, a Resolution approving that non-uniformed employees be exempt from making contributions to the Valley Township Non-Uniform Pension Plan for 2021. The motion passed unanimously.

- 2021 Engineering Rates – Ms. Boyd made a motion, seconded by Ms. Yates, to adopt **Resolution 2021-06, a Resolution adopting the 2021 Engineering rates.** The motion passed unanimously.
- Emergency Services – Ms. O’Doherty made a motion, seconded by Ms. Boyd, to **adopt Resolution 2021-07, a Resolution designating emergency service providers for Valley Township for 2021.** The motion passed unanimously.

Consideration to authorize Peter Barsz be added as a signer on the Township Bank Accounts— After discussion, Ms. O’Doherty made a motion, seconded by Ms. Boyd, to **amend the appointment at the Reorganization naming Peter Barsz as Acting Treasurer/Assistant Treasurer to name Peter Barsz as Township Treasurer and to authorize him as a signer on all Township Accounts.** The motion passed unanimously.

Consideration to waive late fees for Chester County Area Airport Authority – Information was received from the CCAAA requesting late fees being waived and document provided by Ms. Duca. Following review, it was the consensus to not waive late fees as requested.

Consideration to adopt a Resolution setting the Permit Fee Schedule – Ms. O’Doherty made a motion, seconded by Ms. Boyd, to **adopt Resolution 2021-08, a Resolution adopting the Permit Fee Schedule.** The motion passed unanimously.

Consideration to adopt a Resolution setting the Non-Permit Fee Schedule – Ms. O’Doherty made a motion, seconded by Ms. Yates to **adopt Resolution 2021-09, a Resolution adopting the Non-Permit Fee Schedule.** The motion passed unanimously.

Consideration to accept M&S Service Company’s Pump Station service contract for 2021 – Ms. Boyd made a motion, seconded by Ms. Yates, to **accept M&S Service Company’s Pump Station service contract for 2021 in the amount of \$4,556.00.** The motion passed unanimously.

Consideration to accept M&S Service Company’s iControl service contract for 2021 – Ms. O’Doherty made a motion, seconded by Ms. Boyd, to **accept M&S Service Company’s iControl service contract for 2021 in the amount of \$4,272.00.** The motion passed unanimously.

Consideration to accept 2021 public works collection dates – Ms. Boyd made a motion, seconded by Ms. Yates, to **adopted the 2021 public works collection dates and to tentatively set fall yard sale the Saturday prior to the fall bulk collections pending COVID gathering restrictions at that time as follows:**

	Spring Bulk	Fall Bulk
Hayti, Quiet Village, Rainbow, Rock Run, West Lincoln Highway, Airport Road, Oakcrest, Meadowbrook	April 19, 2021	September 13, 2021
Mineral Springs Road, Hilltop Lane, Country Club Valley, Valley Springs, Beacon Hill, Country Ridge, Valley Farms, Villages at Hillview	April 26, 2021	September 20, 2021
Westwood area, Charles Street, Madison Street, Gap Road, Valley Crossing, Springbrook Village	May 3, 2021	September 27, 2021
Yard Waste Pick Up	North Side June 14 July 12 August 9 September 13 October 11	South Side June 21 July 19 August 16 September 20 October 18
Leaf Pick Up	November 1, 8, 15, 22 & 29	
Christmas Tree Pick Up	January 3, 10 & 24, 2022	

The motion passed unanimously.

Consideration to set 2021 Community Clean Up Day – The consensus of the Board was to tentatively set the 2021 Community Clean Up Day as May 15 with a rain date of May 21, 2021.

Appointment of 2021 Workplace Safety Committee – **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to appoint the 2021 Workplace Safety Committee as: Sharon Yates, Kathy O’Doherty, Brian Myers, John McNeil, and the newly hired Assistant Clerk I.** The motion passed unanimously.

Consideration to allow Janis Rambo to roll over an additional 8 hours of 2020 vacation – **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to permit Janis Rambo to roll over an additional 8 hours of 2020 vacation to be used in the first quarter of 2021 at the 2020 pay rate.** The motion passed unanimously.

Discussion/consideration to extend an offer of employment to a candidate for the position of Assistant Clerk I – **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to extend an offer of employment for the position of Assistant Clerk I contingent upon satisfactory background check, physical, and drug screening.** The motion passed unanimously.

CITIZEN COMMENTS

None

There being no further business to discuss, the meeting was properly adjourned and it was noted that the Board would be going into an Executive Session to discuss a personnel matter and would not be reopening the meeting.

Janis A. Rambo
Township Secretary