

MINUTES FROM AUGUST 21, 2018

The regular monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, August 21, 2018, at 7:30 p.m. at the Township Building, 890 West Lincoln Highway, Coatesville, PA.

The Board of Supervisors meeting was called to order by Chairwoman Patrice Proctor at 7:45 p.m. Those in attendance were Supervisors William Handy, Sr.; Joe Sciandra; and Patrice Proctor. Supervisors Christopher Lehenky and Kathy O'Doherty were absent. Also in attendance were Frank Williamson, Jr. of The Arro Group (Interim Manager); Ed Rasiul of Pennoni Associates, Inc. (Township Engineer); and Alan J. Jarvis and Andy D.H. Rau (Township Solicitors). An executive session was held at 6:30 p.m. prior to the meeting to discuss personnel issues.

INTRODUCTION OF ANDREW D.H. RAU

Ms. Proctor introduced Andrew (Andy) Rau of Unruh Turner Burke & Frees who were appointed as the new Township Solicitor. Ms. Proctor noted that Alan Jarvis had given the Township notice of his retirement in October 2018. Unruh Turner Burke & Frees were appointed at the last meeting and will begin the transition to their firm. Mr. Rau gave an overview of his firm and noted that his colleague, Amanda Sundquist, would be attending the September 4 meeting.

CITIZENS' COMMENTS ON AGENDA:

Michael Pugh, 359 East Glencrest Road, inquired about the purchase of a generator that he noted in the August 7 minutes. Mr. Sciandra confirmed that the unit being purchased is for the new township building.

Mr. Sciandra made a motion to take the agenda out of order. Mr. Handy seconded the motion. Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

DEPARTMENT REPORTS:

Public Safety – Officer in Charge Canale reviewed the monthly report. He noted that school would reopen next Monday and asked everyone to drive safely.

Fire/Ambulance – Chief McWilliams reported that there were 95 EMS calls for the month of July – of which 59 responses were within Valley Township. Ambulance 144 responded to a total of 147 calls. There were 21 total responses for the Westwood Fire Company in July – of which 8 responses were in Valley Township.

Chief McWilliams noted that the Township's website notes an article of fake mail solicitations for "volunteer firefighter alliance". Chief McWilliams noted that the Westwood Fire Company does not mail out or call for fire donations. The only information that is mailed is the annual

Ambulance membership twice a year. The second mailing, for those who did not respond to the first mailer, was recently sent out.

Emergency Management – Nichole Sciandra, Deputy EMC, gave the monthly Emergency Management Report. Ms. Sciandra reported that there was a flooding incident on August 13 which resulted in 17 people being evacuated. An initial damage assessment was completed and submitted to the Chester County Emergency Operations Center by the EMC.

A meeting is being scheduled with DaVita to review their emergency plan. The Mittal Steel EOP is being reviewed. Ms. Sciandra also noted that the fall CERT program begins on September 10.

PLANNING COMMISSION REPORT:

The Planning Commission did not meet on August 14, 2018.

CITIZENS COMMENTS:

Michael Pugh, 359 East Glencrest Road – Mr. Pugh talked to the Board about the continued runoff on his property and the culvert on East Glencrest Road. He noted that his fence has been pushed down and has done damage to his garden. Mr. Rau noted that he had been asked to investigate and work with Pennoni Associates regarding this complaint which may involve a legal issue. Mr. Pugh stated that the water has washed out his driveway and wanted to know who is going to fix it. He stated that he will need to park his vehicles on the road due to the continued erosion under his driveway. Mr. Rau reiterated that he will be working with Mr. Rasiul to address this issue.

Lisa Segers, 821 Poplar Street, Coatesville – Ms. Segers advised that since the Hillview development has gone in, her property at 821 Poplar Street has continued to have water runoff. She noted that at one time she had a finished basement. Due to the continued water damage, they no longer use the basement. She distributed copies of past correspondence to the City of Coatesville and Pennoni Associates and copies of photographs of the water issue. She noted that during the recent storm of August 13, there was a lot of water flowing through her yard as a drainage pipe can no longer handle the water. Mr. Sciandra noted that the property and basin located in the Hillview development is not owned by Valley Township. Mr. Sciandra also inquired, excluding the unusual storm of August 13, what happens on a normal rain. Ms. Segers noted the pipe cannot handle the flow. She noted that the City of Coatesville says that this pipe was not put in by them. Mr. Rasiul questioned if a bigger pipe was installed, could the City's system handle it. Mr. Rasiul stated that Pennoni will look into the basin and the outlook structure. Mr. Sciandra suggested that with the homeowner's permission, Valley Township's public works department could clean out the pipe noting there is no commitment for ongoing maintenance which would require a site visit in advance. Mr. Rau suggested that an Agreement be drafted and signed by the homeowner prior to any work being done.

George Perry, 12 Pinckney Drive – Mr. Perry reported that he had a pool installed in 2017. There was a leak in their liner and they had to use approximately 7,500 gallons of water from their hose so that the pool would not buckle or collapse. He asked for an adjustment to the

sewer fees for the second quarter invoice. After review of the documentation prepared by the Senior Clerk, **Mr. Sciandra made a motion to credit Mr. and Mrs. Perry's account, 38-2F-027, in the amount of \$84.00 for sewer. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Theresa Smith & John Schmidt, 50 Robinson Avenue – Ms. Smith and Mr. Schmidt were present regarding the recent survey that was mailed out regarding Oaklyn and Robinson Lane. They noted that they had reached out to Mr. Williamson and understand that the result are currently being tallied. They noted that they purchased their Valley Township home about two and a half years ago due to the property being able to keep their forty-foot mobile home on their property. They note that if Robinson Avenue would be blocked off, they would not be able to maneuver their motor home into their driveway.

Rachel Griffith, Chester County Planning Commission – Ms. Griffith provided the Board of Supervisors with an update of the Chester Valley Trail West Feasibility Study. Ms. Griffith noted that the goal is to be able to extend the Chester Valley Trail westward to connect with the Enola Lower Grade Trail in Atglen. She distributed the proposed plan within Valley Township which reflected the public survey, two public meetings, and two steering committee meetings. There was a question from the Board regarding enforcement on the trail – local vs. county.

SOLICITOR'S REPORT:

Solicitor Jarvis reported on the following:

- Mr. Jarvis reported that he filed the answer to petition with new matter with regards to Devon Services, LLC (Pleasant Valley Woods/London Tract).

Mr. Rau noted that he and Mr. Jarvis will meet next week and develop an interim to do list outlining priorities.

Mr. Sciandra inquired about unrecorded deeds of dedication that Mr. Jarvis was researching. Mr. Jarvis noted that he has found one.

MANAGER'S REPORT

Discussion/consideration to authorize the Chairwoman to sign the letter of engagement with Unruh Turner Burke & Frees PC – **Mr. Handy made a motion to authorize the Chairwoman to sign the letter of engagement with Unruh Turner Burke & Frees PC. Mr. Sciandra seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

At this time, Mr. Jarvis and Mr. Rau departed the meeting.

ENGINEER'S REPORT:

Mr. Rasiul read and submitted the engineer's report which is on file at the Township Office.

OLD BUSINESS:

Discussion/consideration to accept time extension for Valley Suburban to October 2, 2018 – **Mr. Sciandra made a motion to accept the time extension for the Valley Suburban Final Subdivision/Land Development Plan to October 2, 2018. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

At this time, Mr. Rasiul departed the meeting.

MANAGER’S REPORT CONTINUED:

Discussion/consideration to extend the contract of Hill International until December 1, 2018 – A proposal from Hill International, dated July 24, 2018, was reviewed which would allow for approval on a month-by-month basis or a recommended period of four months. **Mr. Sciandra made a motion to table a decision to extend the contract of Hill International to the September 4, 2018, meeting. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to accept the resignations of Public Works Laborers Nicklous Giunta and Joshua Waldrop – **Mr. Sciandra made a motion to accept the resignations of Nicklous Giunta retroactive to August 3, 2018, and Joshua Waldrop as of August 24, 2018. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to select IT/phone vendor for new Township Building – Mr. Williamson presented a quote from Comstar Technologies for communication cabling for the new township building under CoStars contract 003-309 and 034-052 in the amount of \$21,560.24. **Mr. Handy made a motion to approve the quote from Comstar Technologies for communication cabling for the new township building in the amount of \$21,560.24. Mr. Sciandra seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – nay.

Discussion/consideration for temporary assistance for Public Works – Mr. Williamson reviewed the need for temporary help due to the two recent resignations from public works. **Mr. Sciandra made a motion to authorize the use of up to two temporary laborers until the hire of permanent employees. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to set interview date(s) for laborer applications – The Board reviewed potential dates to interview laborer candidates and the process used in the past. Following a discussion of the process, **Mr. Sciandra made a motion to have the Roadmaster, Interim Township Manager, and Lead Workers interview the candidates for recommendation to the Board of Supervisors for the hiring of two laborers. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – nay.

Discussion/consideration for Guiderail Replacement on East Glencrest Road – Mr. Williamson reported that a check was received from the insurance company for the damaged guiderail on East Glencrest Road from an accident last January and requested authorized to have Collinson due the repair. **Mr. Sciandra made a motion to authorize the guiderail repair on East Glencrest Road to the limit of the insurance reimbursement. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to change payment process – **Mr. Sciandra made a motion to change the payment process to pay bills at both monthly Board of Supervisors meetings when there is a quorum. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Mr. Sciandra made a motion to add two items under New Business: *New Business #6: Ratify the Hill International contract extension to September 10, 2018, and New Business #7: Extend the Interim Manager’s hours to 32 hours a week.* Mr. Handy seconded the motion. Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

NEW BUSINESS:

Consideration to ratify transfer of funds from PSDLAF to CSB General Fund for contractor payments in the amount of \$239,857.86 – **Mr. Sciandra made a motion to ratify the transfer of funds from PSDLAF to Coatesville Savings Bank General Fund for contractor payments in the amount of \$239,857.86. Ms. Sciandra seconded the motion.** Question: Mr. Handy - yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to approve payment applications for the new township building construction – **Mr. Sciandra made a motion to approve payment applications for the new township building construction as follows:**

- **H. B. Frazer - \$10,081.80**
- **Trefz Mechanical Inc. - \$111,600.00**
- **Perrotto Builders - \$103,176.06**
- **Triangle - \$14,850.00**

Mr. Handy seconded the motion. Question: Mr. Handy - yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to approve Hill International invoices – Invoices from Hill International from September-November 2017 through June 2018 were presented for payment:

Inv #CM01	September – November 2017	\$10,826.81
Inv #CM02	December 2017	\$15,532.85
Inv #CM03	January 2018	\$19,014.14
Inv #CM04	February 2018	\$15,514.99
Inv #CM05	March 2018	\$10,291.51
Inv #CM06	April 2018	\$14,685.92
Inv #CM07	May 2018	\$14,685.92
Inv #CM08	June 2018	\$14,682.92

Mr. Sciandra made a motion to authorize the payment of the invoices presented from Hill International to date. Mr. Handy seconded the motion. Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to approve Construction Change Directive #6 to forego installation of lighting for project identification sign and furnish/install conduit and power for “illuminated township sign” – **Mr. Sciandra made a motion to approve Construction Change Directive #6 to forego installation of lighting for project identification sign per sections 01-5000-1.3-F.2 and 01-5000-3.2-1.2 and furnish/install conduit and power for “Illuminated Township Sign” shown on Civil drawing Sheet No. 2. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to accept the resignation of Christopher Lehenky from the Board of Supervisors effective September 1, 2018 – **Mr. Sciandra made a motion to table Mr. Lehenky’s resignation from the Board of Supervisors. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to ratify the extension of Hill International’s contract to September 10, 2018 – **Mr. Sciandra made a motion to ratify the extension of Hill International’s contract to September 10, 2018. Mr. Handy seconded the motion.** Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

Discussion/consideration to extend Interim Manager’s hours up to 32 hours a week – **Mr. Handy made a motion to extend the Interim Manager’s hours up to 32 hours a week through ARRO Consulting Group, amending the previous agreement of 24 hours a week. Mr. Sciandra seconded the motion.** Question: Ms. Proctor noted concerns that some tasks are being done by the manager that other staff could be doing at a lower hourly rate. Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – nay.

APPROVAL OF MINUTES:

Mr. Sciandra made a motion to approve the minutes from the August 7, 2018, meeting. Ms. Proctor seconded the motion. Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

TREASURER’S REPORT

The Treasurer’s Report was read.

MOTION TO PAY BILLS:

Mr. Sciandra made a motion to pay bills as presented. Mr. Handy seconded the motion. Question: Mr. Handy – yes; Mr. Sciandra – yes; Ms. Proctor – yes.

DEPARTMENT REPORTS:

Public Works – The monthly report was distributed to the Board of Supervisors and is on file at the Township Office.

Administration – The monthly report was distributed to the Board of Supervisors and is on file at the Township Office.

CITIZEN COMMENTS:

None

ADJOURNMENT:

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

Janis A. Rambo, Township Secretary