

MINUTES FROM DECEMBER 18, 2018

The regular monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, December 18, 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 7:30 p.m. Those in attendance were Supervisors Christopher Lehenky, Kathy O'Doherty, William Handy, Sr.; and Patrice Proctor. Supervisor Joe Sciandra was absent. Also in attendance were Carol Lewis, Township Manager; Frank Williamson, Jr. of The Arro Group (Interim Manager); Ed Rasiul of Pennoni Associates, Inc. (Township Engineer); and Amanda Sundquist, Esquire of Unruh, Turner, Burke & Frees (Township Solicitor). An executive session was held at 6:30 p.m. prior to the meeting to discuss personnel issues.

CITIZENS' COMMENTS ON AGENDA:

None

Ms. Proctor noted that she would be taking the agenda out of order.

OLD BUSINESS:

Discussion/consideration regarding Hillview sinkhole on HOA property in front of 168 Davish Road – Fred Matz of 172 Davish Road was present to discuss a sinkhole in front of 168 Davish Road. He provided history of first seeing what was a “spot” at 168 Davish Road in the driveway around August 23, 2018 which ended up a sinkhole. This property is owned by Margaret Barnes and he believes that the driveway is now undermined. He also reported that both he and Ms. Barnes contacted the HOA who advised that the issue was the responsibility of Ms. Barnes. Mr. Matz stated that Ms. Barnes did not receive any formal letter from the HOA. He further reported that the HOA announced that there were several sinkholes in the area and that they hired an engineer to inspect, but they could not go on any private property. He said if you wanted to read the study issued on the sinkholes that you had to sign a legal release. Mr. Matz stated that Ms. Barnes hired her own contractor to fill the sinkhole and notified the HOA and Township. He stated that he has concerns as he lives next door. He was concerned that there was no inspection of the work performed or permits obtained for the work. Both Ms. O'Doherty and Mr. Lehenky commented that unless they knew of the work being done, they could not inspect. Ms. O'Doherty further stated that there was another sinkhole at 193 Pinkerton that was addressed. Mr. Rasiul stated that the sinkhole at 193 Pinkerton Road was inspected and addressed with Orleans previously; unfortunately, others that were later identified after 193 Pinkerton was filled could not be added to the Orleans punch list. Ms. Sundquist clarified what is being sought by Mr. Matz. Mr. Matz stated that he felt the Township has the authority to ensure that permits are obtained and inspections are done. Ms. Sundquist stated in these cases, to contact the Codes Department to determine whose responsibility it is. Mr. Handy further stated that issues that are the HOA's responsibility should be addressed to the HOA.

SOLICITOR'S REPORT:

Ms. Sundquist advised that she has no action items for this evening. She reported the following recent activity by the Solicitor's office:

- Reviewed various contracts.
- Worked with the Township Manager and Township Engineer regarding new township building issues.
- Consulted with Township Engineer regarding Oakcrest dedication.
- Reviewed lot consolidation requirements.
- Reviewed Devon Services correspondence to work towards resolution.
- Reviewed Right-to-Know responses.

At this time, Ms. Sundquist 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 CONTINUED:

Discussion/consideration to set special meeting on January 24, 2019, to hear comment on proposed Buckthorn Lane closure at Rainbow Elementary School – Ms. O'Doherty made a motion to set a special meeting of the Board of Supervisors for January 24, 2019, at 7:00 p.m. at Rainbow Elementary School's multi-purpose room to discuss the proposed Buckthorn Lane closure. Mr. Lehenky seconded the motion. The motion passed unanimously.

Consideration to ratify Agreement with Pennoni Associates Inc. to perform the roof fastener load testing for the new township building at a cost of \$1,500 per day as per their proposal dated December 11, 2018 – Mr. Handy made a motion to ratify the Agreement with Pennoni Associates Inc. to perform the roof fastener load testing for the new township building at a cost of \$1,500 per day as per their proposal dated December 11, 2018. Ms. O'Doherty seconded the motion. The motion passed unanimously.

At this time, Mr. Rasiul departed the meeting.

APPROVAL OF MINUTES:

Mr. Lehenky made a motion to approve the minutes from the December 4, 2018, meeting. Ms. O'Doherty seconded the motion. The motion passed with Mr. Handy abstaining as he was not present at the December 4, 2018, meeting.

TREASURER'S REPORT

Mr. Handy approved the Treasurer's Report. Ms. O'Doherty seconded the motion. The motion passed unanimously.

The Treasurer's Report was read.

MOTION TO PAY BILLS:

Mr. Lehenky made a motion to pay bills as presented. Mr. Handy seconded the motion. The motion passed unanimously.

DEPARTMENT REPORTS:

Public Safety – The monthly statistics for November for the Police Department were distributed to the Board of Supervisors.

Fire/Ambulance – The reports for November were distributed. The Westwood Fire Company responded to 23 calls in November, of which 13 were in November. The Ambulance Division responded to 100 calls, of which 63 were in Valley Township. Ambulance 144 responded to 139 calls for service

Emergency Management – No report.

PLANNING COMMISSION REPORT:

The draft minutes from the Planning Commission's December 11, 2018, meeting was distributed.

ADOPTION OF THE 2019 BUDGET:

Discussion/consideration regarding 2019 part-time officer wages – The Board reviewed a memo from the Township Manager recommending rates for part-time police personnel. After discussion, **Ms. O'Doherty made a motion to approve the 2019 part-time police hourly rates as recommended with the change of Barbara Bolton to \$14.50 per hour. Mr. Lehenky seconded the motion.** The motion passed unanimously.

Discussion/consideration to approve the 2019 employee salaries – **Ms. O'Doherty made a motion to approve the 2019 salaries as presented to include the rates as previously approved for the part-time police department personnel. Mr. Lehenky seconded the motion.** The motion passed unanimously.

Consideration to approve a Resolution adopting the 2019 real estate property tax, real estate transfer tax, earned income tax, and local services tax rates for 2019 - **Mr. Handy made a motion to adopt Resolution 2018-08 to set 2019 real estate property tax at 3.3 mills (2.5 mills for general Township purposes; 0.35 mill for fire protection services; and 0.45 mill for ambulance, rescue and other emergency services), real estate transfer tax of 1%; earned income tax of 1%; and local services tax at \$52 a year. Ms. O'Doherty seconded the motion.** The motion passed unanimously.

Consideration to approve a Resolution adopting the 2019 Budget – Ms. O’Doherty made a motion to adopt Resolution 2018-09, a resolution to adopt the 2019 Budget as advertised and presented. Mr. Lehenky seconded the motion. The motion passed unanimously.

OLD BUSINESS CONTINUED:

Discussion/consideration to approve opening of an EMS Capital Reserve fund at Coatesville Savings Bank with an initial \$20,000 deposit transfer from the EMS Fund checking account – Ms. O’Doherty made a motion to approve the opening of an EMS Capital Reserve fund at Coatesville Savings Bank with an initial \$20,000 deposit from the EMS Fund checking account. Mr. Lehenky seconded the motion. The motion passed unanimously.

Discussion/consideration to approve opening of a Fire Capital Reserve fund at Coatesville Savings Bank with an initial \$250 deposit transfer from the Fire Fund checking account – Mr. Handy made a motion to approve the opening of a Fire Capital Reserve fund at Coatesville Savings Bank with an initial \$250 deposit from the Fire Fund checking account. Mr. Lehenky seconded the motion. The motion passed unanimously.

Discussion/consideration for Water Fund facility and office allocation and benefit allocation to the General Fund – Ms. O’Doherty made a motion to authorize the Water Fund reimbursement to the General Fund for facility/office allocation in the amount of \$18,435 and benefit allocation in the amount of \$37,782.23 for 2018. Mr. Lehenky seconded the motion. The motion passed unanimously.

Discussion/consideration for Sewer Fund facility and office allocation and benefit allocation to the General Fund – After review of the sewer fund account, Ms. O’Doherty made a motion to not do any facility/office allocation or benefit allocation from the sewer fund to the general fund in 2018. Mr. Lehenky seconded the motion. The motion passed unanimously.

Discussion/consideration for approval of the audit fee reimbursement of \$25,209.19 from the Sewer Fund to the General Fund – Mr. Handy made a motion to reimburse the General Fund for 2018 audit fees in the amount of \$25,209.19 from the Sewer Fund. Mr. Lehenky seconded the motion. The motion passed unanimously.

Ms. O’Doherty made a motion that should it become necessary, to approve the transfer of funds from the Sewer Fund Money Market at Coatesville Savings Bank to the Sewer Fund Checking Account to pay the January Pennsylvania American Water Bill for wastewater, should the Township not be able to get the payment terms extended to 60-days, and then to reimburse the funds back after receipts come in during January for the fourth quarter sewer billing. Mr. Lehenky seconded the motion. The motion passed unanimously.

Discussion/consideration to approve the audit fee reimbursement of \$16,057.90 from the Water Fund to General Fund – **Mr. Lehenky made a motion to approve the audit fee reimbursement of \$16,057.90 from the Water Fund to the General Fund. Ms. O’Doherty seconded the motion.** The motion passed unanimously.

Consideration to ratify Agreement with Element Environmental to perform the IAQ/IEQ Evaluation at the new township building at a cost of \$2,130 as per their proposal dated December 11, 2018 – **Ms. O’Doherty made a motion to ratify the Agreement with Element Environmental to perform the IAQ/IEQ Evaluation at the new township building at a cost of \$2,130 as per their proposal dated December 11, 2018. Mr. Lehenky seconded the motion.** The motion passed unanimously.

Discussion/consideration regarding Township logo/seal – Six proposed logo/seals were prepared by W. J. Strickler Signs. The Board elected to review and submit ideas for the logo to Ms. Lewis by January 3, 2019.

At this time, Mr. Lehenky stepped out of the meeting.

Discussion/consideration to issue a “Stop Payment” on a second check issued to Kimberly Coleman in the amount of \$47.76 with a stop payment fee of \$35 – **Mr. Handy made a motion to authorize the issuance of a stop payment and a replacement check to Kimberly Coleman in the amount of \$47.76 with the requirement that the check must be picked up at the Township Building and a receipt for the check be signed. Ms. O’Doherty seconded the motion.** The motion passed unanimously.

At this time, Mr. Lehenky rejoined the meeting.

Discussion/consideration to authorize the contract execution for the Comprehensive Plan Update with the County of Chester – **Ms. O’Doherty made a motion to authorize the execution of the contract with the County of Chester for the Comprehensive Plan Update. Mr. Handy seconded the motion.** The motion passed unanimously.

Ms. O’Doherty noted that the Steering Committee should be named January as the project start date was set as February 1, 2019.

NEW BUSINESS:

Discussion/consideration to approve Officer Faddis to regular, part-time status and rate increase to \$17.89 – **Mr. Lehenky made a motion, based on OIC Canale’s recommendation, to remove Officer Faddis from probationary status to regular, part-time status and approve her rate increase to \$17.89. Mr. Handy seconded the motion.** The motion passed unanimously.

Discussion/consideration to enter into an Agreement with ARRO Consulting for 2019 consulting services – **Mr. Handy made a motion to enter into an Agreement with ARRO Consulting for 2019 for consulting services as needed. Ms. O’Doherty seconded the motion.** The motion passed unanimously.

Discussion/consideration to approve purchase of appliances and extended warranties from J. B. Zimmerman in the amount of \$9,619.00 for the new Township Building – A proposal was submitted from J. B. Zimmerman, New Holland, PA, for appliances for the new township building and extended six-year warranties in the total amount of \$9,619.00. **Mr. Lehenky made a motion to approve and purchase the appliances and extended warranties as per J. B. Zimmerman’s proposal dated December 15, 2018, in the amount of \$9,619.00. Mr. Handy seconded the motion.** The motion passed unanimously.

It was noted that the Township will receive a VISA gift card in the amount of \$879.00 which is a rebate offered for the price of the dishwasher.

Discussion/consideration to proceed to place furniture order at a cost of \$102,849.37 before year-end or wait and place after new year at a cost of \$104,954.85 due to price increase – There was discussion regarding placing the furniture before end of 2018 or to wait until 2019. If furniture needs to be stored at Tanner’s warehouse for more than one month, there would be a charge of \$700 per month. **Mr. Handy made a motion to proceed to place the furniture order before end of 2018 in the amount of \$102,849.37 and to authorize the total down payment in the amount of \$80,724.03. Mr. Lehenky seconded the motion.** The motion passed unanimously.

It was noted that it was previously approved to release \$55,000 from the bond proceeds for the furniture down payment.

It was further noted that Tanner had provided a quote for four additional fire-proof, legal size cabinets and a large fire-proof cabinet for minute books through Fire King. Fire King was not having a price increase in 2019 and delivery could be made 2-3 weeks after placing an order. This quote could be considered closer to when a move-in date is confirmed for the new building.

Discussion/consideration to approve payment applications for new township building with payment to be issued following transfer of funds – **Ms. O’Doherty made a motion to approve payment as follows for the new township building: H. B. Frazer - \$217,634.63; Trefz Mechanical Inc. - \$98,428.36; Perrotto Builders - \$230,668.95; Triangle - \$18,000.00; Jay R. Reynolds - \$29,851.18; Rio Supply Inc. of PA for a new water meter for the new building - \$777.40; and J. B. Zimmerman for appliances and extended warranties - \$9,619.00. Mr. Lehenky seconded the motion.** The motion passed unanimously.

Discussion/consideration to approve transfer of funds from PSDLAF to CSB General Fund for contractor payments and vendor deposits – **Mr. Handy made a motion to approve the transfer of \$630,703.55 from PSDLAF to Coatesville Savings Bank General Fund for contractor**

payments and vendor deposits. Ms. O'Doherty seconded the motion. The motion passed unanimously.

The meeting recessed at 9:37 p.m. and reopened and 9:40 p.m.

Consideration to approve Collective Bargaining Agreement between Valley Township Police Association and Valley Township – **Ms. O'Doherty made a motion to approve the Collective Bargaining Agreement between Valley Township Police Association and Valley Township effective January 1, 2019 through December 31, 2022. Mr. Lehenky seconded the motion.** The motion passed unanimously.

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 9:45 p.m.

Janis A. Rambo, Township Secretary