

**MINUTES FOR MAY 19, 2020**  
**VALLEY TOWNSHIP BOARD OF SUPERVISORS**

The second monthly meeting of the Valley Township Board of Supervisors was held on Tuesday, May 19, 2020, via virtual meeting through *Go To Meeting*.

The Board of Supervisors meeting was called to order by Chairwoman Patrice Proctor at 7:00 p.m. 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); Carol R. Lewis, Township Manager; Kris Lenhart, Roadmaster and Chief Newhall.

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 prior to the meeting this evening starting at 6:00 p.m. via conference call regarding litigation and personnel matters

**DRAFT COMPREHENSIVE PLAN PRESENTATION TO BOARD OF SUPERVISORS**

It was noted that the purpose of starting the meeting at 7:00 p.m. was for a draft Comprehensive Plan Update to the Board of Supervisors. Jennifer Leister Reitz of Thomas Comitta Associates, the consultant for the project, along with Michael J. Ellis, P.E., of Pennoni Associates presented the update. Ms. Reitz reviewed that in February 2019, the Task Force Committee met to kick off the Comprehensive Plan update. Several meetings, including a Community Visioning Meeting, has been held during the last 14 months. Ms. Reitz reviewed the goals and objectives and the planning priorities. The West Lincoln Highway/Airport Road area was highlighted to promote the development and redevelopment of the corridor characterized by an attractive and unified streetscape, continuous pedestrian network, a thriving airport and airport supportive businesses, a mix of residences, civic and commercial uses and improved traffic flow and reduced congestion. Key strategies and design guidelines were reviewed. There were also discussions regarding neighborhood reinvestment in partnership with current residents to work to promote the continued viability and attractiveness of these older neighborhoods to include allowing mixed-use along Valley Road. Key strategies for economic development and parks and recreation were reviewed. There was discussion regarding the Business Route 30 corridor and possible extension of sidewalks and decorative poles and banners. The draft plan will be updated and posted on the Township's website prior to the 45-day review period.

The presentation concluded at 8:09 p.m.

Before proceeding with regular agenda items, Ms. Proctor asked for a moment of silence.

## BOARD GENERAL COMMENTS

Ms. Proctor noted that the next meeting will be held on Wednesday, June 3, 2020, due to the primary being held on June 2. The meeting will be held via the virtual platform to begin at 7:30 p.m.

## APPROVE MINUTES AS WRITTEN

**Ms. O'Doherty made a motion, seconded by Ms. Boyd, to approve the minutes of the May 12, 2020, Board of Supervisors meeting.** The motion passed unanimously.

## CITIZEN'S REQUEST TO BE ON THE AGENDA

Mike McWilliams, Chief – Westwood Fire Company – Chief McWilliams requested the Board adopt a Resolution amending the emergency services providers. The resolution would note:

*The Westwood Fire Company and Divisions thereof will provide fire, rescue, and EMS services and Medic 93, located at Brandywine Hospital, will provide Advanced Life Support services; all areas and emergency responses will be set as appropriate by the Fire Chief of Westwood Fire Company or his/her designee.*

**Ms. O'Doherty made a motion, seconded by Ms. Boyd, to adopt Resolution 2020-16, a resolution amending the Emergency Service Providers for Valley Township noting the Westwood Fire Company and Divisions thereof will provide fire, rescue, and EMS services and Medic 93, located at Brandywine Hospital, will provide Advanced Life Support services; all areas and emergency responses will be set as appropriate by the Fire Chief of Westwood Fire Company or his/her designee.** The motion passed unanimously.

Chief McWilliams noted that Westwood Fire Company responded to 16 fire calls in April, of which 10 were in Valley Township. He noted that volunteer recruitment is down and the fire company is looking into career fire staffing and have applied for a grant. Ms. Proctor inquired if the grant funding would only be for a certain amount of years. Chief McWilliams confirmed that is how the funding would be.

Chief McWilliams reported that the EMS division respond to 74 calls from the Westwood Station, of which 55 were in Valley. The other EMS operations responded to 127 calls.

## CITIZEN COMMENTS ON AGENDA ITEMS

The public notice for the virtual meeting was published in the *Daily Local News*, posted at the Township Building and on the Township website. The notice stated that comments could be emailed to the Township Secretary by 3:00 p.m. on this date to be read at the meeting. No comments were received by the Township Secretary to be read at the meeting.

Steven McKenzie, 343 Dague Farm Drive – Mr. McKenzie noted that he lives in the Oakcrest community. It is his understanding that a house has been purchased by Church of the Trinity to be used as a transition house. He inquired if it were true and why the neighborhood had not been

notified.

Amanda Sundquist, the Township's solicitor, advised that under the Fair Housing Act, there is limited information that the Township can require and respond to due to limitations and regulations. This would be no different than any single-family house.

Emmanuele Creekmur, 827 West Chestnut Street, questioned why the community cannot be notified. Mr. McKenzie stated that he needed to get a background check to move into the community. Supervisor Kathy O'Doherty felt that may have been necessary for their mortgage application. Kimberly Coleman, 347 Dague Farm Drive, also confirmed that she needed a credit check and federal background check before moving into Oakcrest.

Carol Lewis, Township Manager, reiterated the comments made by Ms. Sundquist. She noted that there are some things the Township can govern – such as sheds, fences, and setbacks. She stated that the Township has no jurisdiction on who lives in a house.

There was additional dialogue of the residents' concerns of what they believe may be the use for the house noting it being a halfway house for sex offenders. Ms. Proctor noted that it is her understanding that the home will be occupied for victims of sex crimes. Ms. Coleman inquired if there would be someone in the home managing those living there in transition. Ms. Proctor stated that she believes it will be three or four women who are victims managing themselves.

A resident from 720 West Chestnut Street (Kenneth McKinney, Jr.) asked what the Township is going to do going forward and asked Chief Newhall what his plans are for monitoring. Chief Newhall responded that this is the first he is hearing of the situation and will monitor as appropriate.

Mr. McKenzie asked why the church came before the Board. It was noted that this was an information meeting as a courtesy with the Manager and perhaps a member of the Board. Ms. Lewis stated that they had looked at other houses and this one came on the market. Ms. Lewis stated that she could have information of the Fair Housing Act on the Township's webpage or if anyone wanted the information sent to them, that they should send her an eMail with their contact information and she would send it out.

### **APPROVE PAYMENT OF BILLS**

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

### **SOLICITOR'S REPORT**

Ms. Sundquist noted that she reviewed development litigation with the Board in Executive Session.

Ms. Sundquist left the meeting at this time.

## ENGINEER'S REPORT

Discussion/consideration to approve Simplified Approach Stormwater Best Management Practices Operation, Maintenance, and Inspection Plan & Agreement for 923 West Chestnut Street – Mr. Ellis reported that Bob Murray of RGM Properties, LLC, has prepared and signed the required Agreement which has been reviewed and he recommends approval. Based on the Township Engineer's recommendation, **Ms. O'Doherty made a motion, seconded by Ms. Yates, to approve the Simplified Approach Stormwater Best Management Practices Operation, Maintenance, and Inspection Plan & Agreement for 923 West Chestnut Street and authorized the Chairwoman to sign on behalf of Valley Township.** The motion passed unanimously.

Consideration to approve a Resolution regarding PennDOT permit application for traffic signal improvements – Mr. Ellis reported that Valley Suburban will be making improvements at the traffic light at Airport Road. The application must be submitted to PennDOT by the Township. **Ms. Yates made a motion, seconded by Ms. O'Doherty to adopt Resolution 2020-17, a Resolution authorizing the Valley Township Manager, Carol Lewis, the authority to submit the application for traffic signal approval to PennDOT.** 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:

- Valley View Business Park Lot 6 (G. A. Vietri) – Mr. Ellis reported revised plans were submitted and are scheduled for review. The project is on the June Planning Commission agenda.
- Valley View Business Park Lot 7 – Pennoni has been responding to questions from the design consultant about the procedure and requirements for a proposed amendment to the conditionally approved land development plan for a potential new property owner. It is his understanding that plans should be submitted before the end of the week. The new owner is Cigas Machine Shop.
- Hemlock Avenue Bridge Replacement – Mr. Ellis reported that the concrete deck is in place.
- Water and Sewer System Assessments – Mr. Ellis reported that the reports and assessments have been finalized and issued.
- 1037 Manor Road Retaining Wall – Mr. Ellis stated that there have been numerous discussions with the property owner about the requirements for punchlist work, including restoration and road pavement repair.

Consideration to award 2020 Road Program Contract – Mr. Ellis provided a tabulation of the bids received, included as "Addendum A" to these minutes as well as Pennoni's recommendation letter, included as "Addendum B" to these minutes. He noted that Advanced Pavement Group, located in Downingtown, PA, was the low bidder for the total bid, to include base bid and all add items, in the amount of \$279,883.70. **Ms. O'Doherty made a motion based on the Engineer's recommendation, seconded by Ms. Boyd, to award the 2020 Road Program Project to Advanced Pavement Group in the amount of \$279,883.70 for the base bid and all add items.** The motion passed unanimously.

Discussion/consideration regarding Oakcrest II tot lot equipment and layout proposal – Mr. Ellis reported that Oakcrest II submitted a list of tot lot equipment and proposed layout which had been forwarded to the Township Manager and Chair of the Parks & Recreation Authority. The Board requested that the information be forwarded to all Board members for review.

CDBG Grant Applications – Mr. Ellis review the grant applications and confirmed consensus that the #1 priority project would be Bradley Avenue Bridge Replacement; #2 priority would be the Valley Crossing Stormwater Basin Project; and #3 priority would be the Wagontown Road Project.

**Ms. O’Doherty made a motion, seconded by Ms. Yates, to adopt Resolution 2020-20, a Resolution authorizing a grant application be submitted under the Chester County Community Block Grant Program for Bradley Avenue Bridge Replacement at an estimated cost of \$375,000 and further designates Patrice Proctor, Chairwoman, and/or Carol R. Lewis, Township Manager, as officials to execute all document agreements between Valley Township and the County of Chester.** The motion passed unanimously.

**Ms. Boyd made a motion, seconded by Ms. Yates, to adopt Resolution 2020-21, a Resolution authorizing a grant application be submitted under the Chester County Community Block Grant Program for Valley Crossing Stormwater Basin Retrofit at an estimated cost of \$200,000 and further designates Patrice Proctor, Chairwoman, and/or Carol R. Lewis, Township Manager, as officials to execute all document agreements between Valley Township and the County of Chester.** The motion passed unanimously.

**Ms. O’Doherty made a motion, seconded by Ms. Boyd, to adopt Resolution 2020-22, a Resolution authorizing a grant application be submitted under the Chester County Community Block Grant Program for Wagontown Road Reconstruction at an estimated cost of \$1,900,000 and further designates Patrice Proctor, Chairwoman, and/or Carol R. Lewis, Township Manager, as officials to execute all document agreements between Valley Township and the County of Chester.** The motion passed unanimously.

Mr. Ellis noted that Bradley Avenue Bridge Replacement will be submitted for 2021 funding; Valley Crossing Stormwater Basin Retrofit Project for 2022 funding. He noted that the amount of the application for Wagontown Road would be restrictive under the CDBG, but this will keep the project on the County’s radar and started that perhaps the Commissioners would consider an award in the future with CDBG and CRP funding.

At this time, Mr. Ellis departed the meeting.

## **MANAGER’S REPORT**

Discussion /consideration regarding financing for public works truck- Ms. Lewis presented proposals for financing the public works truck that is currently on order from Real Lease, Fulton Leasing Company, and Municipal Capital Finance. Ms. Lewis noted that Real Lease offered deferred financing for one year. After discussion, **Ms. O’Doherty made a motion, seconded by Ms. Boyd, to use Real Lease of East Rochester, New Year, to finance the new public works truck for 5 years at a rate of 3.27% for five (5) annual payments of \$36,470.00 each, in arrears.** The motion passed unanimously.

Discussion/consideration regarding moving company for Township Building Relocation – Ms. Lewis recommended O’Brien’s Moving & Storage for moving of items for an estimate of \$7,009.00 as per heir proposal dated January 9, 2020. **Ms. Yates made a motion, seconded by Ms. O’Doherty, to accept O’Brien’s Moving & Storage proposal dated January 9, 2020, for moving of Township items to the new Township Building.** The motion passed unanimously.

Discussion/consideration to hire a cleaning person for new Township Building – Ms. Lewis requested authorization to begin a search for a part-time employee to clean the new building upon occupancy. She noted that she had budgeted 20 hours a week at a rate of \$15.00 per hour. The consensus of the Board was to begin the process to seek candidates.

Discussion regarding interviewing part-time police officers – Ms. Lewis stated that it appeared that Chief Newhall had left the call. She stated that he had wanted to report that he had five viable candidates for part-time police officer and she inquired how the Board would like to be involved in the process. Ms. O’Doherty stated that in the past the Board members would rank the candidates and from the initial scores interview those that received the highest ranking. The Board concurred to use this process and that the Board members would have their selections to the Township Manager by May 26 in order to interview prior to the June 3 meeting.

Discussion/consideration regarding signs for park – Ms. Lewis had provided signage considerations for the Township Parks regarding “wildlife notifications”. The Board concurred with signs as recommended.

Discussion/consideration to send “Print” Map for publication – Ms. Lewis reported that she had received comments from Ms. Proctor and Ms. Yates for the information map. Ms. Yates had suggested adding dog license information. Ms. Lewis asked for final comments in order to have the map printed.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

None

Ms. Proctor reported that the Easter eggs had been distributed to various organizations. It was discussed that the annual Volunteer Luncheon for the 2019 volunteers was canceled but a letter of appreciation should go out. The Township Secretary advised that she could do the letters once she had the list of names for the 2019 volunteers who would have been invited to the luncheon.

## **DEPARTMENT REPORTS**

Monthly reports were distributed to the Board from Police, Public Works, and Administration.

## **CITIZEN COMMENTS**

None

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There being no further business to discuss, the meeting was properly adjourned at 10:55 p.m.

Janis A. Rambo  
Township Secretary


# " ADDENDUM A "

Valley Township  
 Tabulation of Bids Received by 3:30 PM Eastern on May 15, 2020  
 Contract No. R-2020: 2020 Road Program

				Advanced Pavement Group		John A. DiRocco General Contractors Inc.		Meco Constructors, Inc.		Long's Asphalt Inc.	
				1060 Boot Road, Downingtown, PA 19335 (610) 296-0816		P.O. Box 306 Downingtown, PA 19336 (484) 786-8741		684 Dunksferry Road Bensalem, PA 19020 (215) 671-9535		856 Scotland Road Quarryville, PA 17566 (717) 284-3186	
ITEM NUMBER	DESCRIPTION	ESTIMATED QUANTITY/UNIT		UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT	UNIT COST	AMOUNT
<b>BASE BID</b>											
1	1.5-inch Milling	10,998	S.Y.	\$2.00	\$21,996.00	\$1.95	\$21,446.10	\$2.20	\$24,195.60	\$2.45	\$26,945.10
2	5.5-inch Milling	362	S.Y.	\$6.15	\$2,226.30	\$4.95	\$1,791.90	\$6.30	\$2,280.60	\$12.60	\$4,561.20
3	1.5-inch, 9.5mm Superpave Wearing Course, PG 645-22, 0.3 to < 3 Million ESALs, SRL - H	11,360	S.Y.	\$8.00	\$90,880.00	\$7.77	\$88,267.20	\$7.70	\$87,472.00	\$9.10	\$103,376.00
4	4-inch, Superpave 25mm Base Course, PG 645-22, 0.3 to < 10 Million ESALs	362	S.Y.	\$18.30	\$6,624.60	\$19.55	\$7,077.10	\$22.00	\$7,964.00	\$28.00	\$10,136.00
5	9.5mm Levelling / Scratch Course	295	TONS	\$80.00	\$23,600.00	\$70.88	\$20,909.60	\$85.00	\$25,075.00	\$96.80	\$28,556.00
6	5-inch Base Repair, 25mm Superpave Base Course, PG 645-22, 0.3 to < 3 Million ESALs	631	S.Y.	\$31.50	\$19,876.50	\$27.55	\$17,384.05	\$22.00	\$13,882.00	\$33.15	\$20,917.65
7	Trench Drain Replacement (10 LF section)	1	L.S.	\$8,000.00	\$8,000.00	\$4,500.00	\$4,500.00	\$13,010.00	\$13,010.00	\$6,070.00	\$6,070.00
8	#4 Stone	2	C.Y.	\$140.00	\$280.00	\$350.00	\$700.00	\$200.00	\$400.00	\$368.00	\$736.00
9	Miscellaneous Excavation & Backfill	5	C.Y.	\$76.00	\$380.00	\$100.00	\$500.00	\$125.00	\$625.00	\$368.00	\$1,840.00
<b>TOTAL BASE BID (BASED ON ESTIMATED QUANTITIES)</b>					<b>\$173,863.40</b>		<b>\$162,575.95</b>		<b>\$174,904.20</b>		<b>\$203,137.95</b>
<b>WEST CHESTNUT STREET (OAKCREST TO 2ND AVE.) ADD ITEMS</b>											
10	1.5-inch Milling	1,826	S.Y.	\$2.00	\$3,652.00	\$1.95	\$3,560.70	\$2.00	\$3,652.00	\$2.15	\$3,925.90
11	1.5-inch, 9.5mm Superpave Wearing Course, PG 645-22, 0.3 to < 3 Million ESALs, SRL - H	1,826	S.Y.	\$8.00	\$14,608.00	\$7.77	\$14,188.02	\$7.80	\$14,242.80	\$8.60	\$15,703.60
12	9.5mm Levelling / Scratch Course	40	TONS	\$80.00	\$3,200.00	\$70.88	\$2,835.20	\$87.00	\$3,480.00	\$96.80	\$3,872.00
13	5-inch Base Repair, 25mm Superpave Base Course, PG 645-22, 0.3 to < 3 Million ESALs	25	S.Y.	\$31.50	\$787.50	\$27.55	\$688.75	\$26.00	\$650.00	\$33.15	\$828.75
14	Bituminous Curb, 9.5mm Superpave	354	L.F.	\$8.00	\$2,832.00	\$30.00	\$10,620.00	\$26.00	\$9,204.00	\$2.20	\$778.80
15	Standard Box Type "M" Inlet	1	EA.	\$3,750.00	\$3,750.00	\$3,500.00	\$3,500.00	\$1,972.00	\$1,972.00	\$4,100.00	\$4,100.00
16	Standard Box Type "M" Inlet Replacement	1	EA.	\$2,750.00	\$2,750.00	\$4,500.00	\$4,500.00	\$1,972.00	\$1,972.00	\$4,580.00	\$4,580.00
17	Doghouse Standard Box Type "C" Inlet	1	L.S.	\$6,000.00	\$6,000.00	\$3,500.00	\$3,500.00	\$5,296.00	\$5,296.00	\$5,860.00	\$5,860.00
18	18" RCP Storm Sewers, Class III	27	L.F.	\$123.00	\$3,321.00	\$165.17	\$4,459.59	\$87.00	\$2,349.00	\$156.00	\$4,212.00
19	18" RCP Storm Sewers, Class IV	229	L.F.	\$125.00	\$28,625.00	\$165.17	\$37,823.93	\$115.00	\$26,335.00	\$99.10	\$22,693.90
20	Plain Cement Concrete Curb	15	L.F.	\$100.00	\$1,500.00	\$115.00	\$1,725.00	\$121.00	\$1,815.00	\$132.00	\$1,980.00
<b>SUBTOTAL WEST CHESTNUT STREET ADD ITEMS (BASED ON ESTIMATED QUANTITIES)</b>					<b>\$71,025.50</b>		<b>\$87,401.19</b>		<b>\$70,967.80</b>		<b>\$68,534.95</b>
<b>COUNTRY CLUB ROAD (LEONA AVE. TO PINE VALLEY ROAD) ADD ITEMS</b>											
21	1.5-inch Milling	2,493	S.Y.	\$2.00	\$4,986.00	\$1.95	\$4,861.35	\$3.20	\$7,977.60	\$2.15	\$5,359.95
22	1.5-inch, 9.5mm Superpave Wearing Course, PG 645-22, 0.3 to < 3 Million ESALs, SRL - H	2,493	S.Y.	\$8.00	\$19,944.00	\$7.77	\$19,370.61	\$8.90	\$22,187.70	\$8.60	\$21,439.80
23	5-inch Base Repair, 25mm Superpave Base Course, PG 645-22, 0.3 to < 3 Million ESALs	297	S.Y.	\$31.50	\$9,355.50	\$27.55	\$8,182.35	\$22.00	\$6,534.00	\$33.15	\$9,845.55
<b>SUBTOTAL COUNTRY CLUB ROAD ADD ITEMS (BASED ON ESTIMATED QUANTITIES)</b>					<b>\$34,285.50</b>		<b>\$32,414.31</b>		<b>\$36,699.30</b>		<b>\$36,645.30</b>
<b>MAPLE AVENUE ADD ITEMS</b>											
24	Bituminous Curb, 9.5mm Superpave	82	L.F.	\$8.65	\$709.30	\$30.00	\$2,460.00	\$36.00	\$2,952.00	\$2.20	\$180.40
<b>SUBTOTAL MAPLE AVENUE ADD ITEMS (BASED ON ESTIMATED QUANTITIES)</b>					<b>\$709.30</b>		<b>\$2,460.00</b>		<b>\$2,952.00</b>		<b>\$180.40</b>
<b>TOTAL BASE BID AND ADD ITEMS (BASED ON ESTIMATED QUANTITIES)</b>					<b>\$279,883.70</b>		<b>\$284,851.45</b>		<b>\$285,523.30</b>		<b>\$308,498.60</b>
<b>BID SECURITY REVIEW</b>				10% of Bid		10% of Bid		10% of Bid		10% of Bid	

We Declare this to be a true Tabulation of Bids Received on May 15, 2020 by Valley Township for Contract No. R-2020.

PENNONI ASSOCIATES INC.



Michael J. Ellis, P.E., PA Reg. No. PE075139  
 FOR: PENNONI ASSOCIATES INC.





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"ADDENDUM B"

www.pennoni.com

May 19, 2020

VLTWP 20006

Board of Supervisors  
Valley Township  
890 West Lincoln Highway  
Coatesville, PA 19320

**Re: Award Recommendation  
2020 Road Program, Contract No. R-2020**

Dear Supervisors:

We have tabulated the bids received through PennBid on May 15, 2020 for the referenced contract. The bid tabulation is attached.

As reflected in the bid tabulation, the low bidder for the Total Bid (Base Bid and all Add Items) is Advanced Pavement Group, located in Downingtown, Pennsylvania, who submitted a Total Bid of \$279,883.70.

We found the low bidder's submitted proposal to be complete, and we confirm their experience on similar projects. Therefore, we recommend Advanced Pavement Group be awarded the contract for the Base Bid and all Add Items in the amount of \$279,883.70.

Attached is Advanced Pavement Group's bid forms and a copy of their Bid Bond. We will return the original Bid Bond to the contractor upon execution of the contract.

Sincerely,

Michael J. Ellis, PE  
Senior Engineer  
**PENNONI ASSOCIATES INC.**  
Township Engineer

Enclosures: Bid Tabulation  
AIA Bid Bond  
MS-944  
Public Works Form  
Workers Compensation Form  
Anti-Collusion Affidavit

/bmp

cc: Carol Lewis, Township Manager  
Janis Rambo, Township Secretary  
Amanda Sundquist, Unruh Turner Burke & Frees  
Andrew Rau, Unruh Turner Burke & Frees