Public Works, Recreation & Environmental Protection Committee

August 9th, 2016 – 5:30 pm

Committee Members Present: Don Braceland (Chair)
Jordan Norley
Diane LeBold

Department Heads: O'B Laing, Keith Kurowski, Kevin Oakes

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Interview for Library Board vacancy – Amelia Rayburn
3. Wastewater Department general operations update
4. Wastewater Department capital projects update
5. Taylor Run Wastewater Aluminum Treatment update
6. Goose Creek Phosphorus Permitting update
7. Discuss BID award for the Borough's 2016 Road Reconstruction and Resurfacing Program (attachments will follow by 8-9-2016)
8. Discuss Shade Tree Commission issues:
   a. status of tree condemnation moratorium
   b. status of tree planting and maintenance contracts
   c. condemnation letter
   d. proposal to amend Administrative Code regarding Tree Commission
9. Discuss Park Tree Signage
10. Discuss Special Event Permits:
    a. North Adams St. Block Party – 8-27-16
    b. Penn Beer Clydesdale Parade – 9-2-16
    c . ChesCo Hospital Foundation Heart and Soul – 5k – 9-17-16
11. Discuss July Minutes

PO Box 832
West Chester, PA 19381-0832
Office: 610-431-3546
Fax: 610-431-2462

DVCCC
DOMESTIC VIOLENCE CENTER
of Chester County
Freedom Through Empowerment

24 Hour Hotline
610-431-1430
Toll Free: 888-711-6270
TTY: 610-431-7262

7 July 2016

To Whom It May Concern,

I am writing to express my interest in filling a vacancy on the West Chester Public Library's Board. I believe my input, passion, and commitment to the written word and literature can only benefit the library – providing new insight from a young member of the community who was born and raised in the borough (and spent a lot of time amongst the shelves of our local libraries).

I have always enjoyed finding solace, adventure, intrigue, and a vast expanse of knowledge within the pages of a new – or old! – book. I could spend hours, even days, completely engrossed a new selection. Whether discovering hilarity and wit in children's books by Jon Scieszka, traveling to secret kingdoms with Aslan the lion, or feeling the righteousness and justice through the words of Atticus Finch, futures are shaped with the turn of a page.

I remember the first time I encountered the West Chester Public Library, it appeared to me (thanks, in part, to the fabulous architecture of T. Roney Williamson) as a palace, each book inside as precious as the crown jewels. To this day, as a card-carrying member, I can spend countless hours poring over the selections in our many county libraries, the West Chester University library (as a graduate from their English Literature program), or even in our local second-hand bookshops, like Baldwin's Book Barn or the wonderful and charitable Second Reading on Church Street; however, none compare to the beauty that is West Chester's library building.

As a former educator in a state-recognized Kindergarten program at a local learning center, I relied on the public library for many of my lesson plans. I believe that incorporation of literacy into a classroom is vital, and I took care in choosing the books I would bring into our lessons: whether they were picture books that explored the theme of our unit, or a novel. To watch the children sprawled out on our classroom carpet, listening intently at the words I read, discovering what Fern would end up doing with that silly pig, Wilbur or if Matilda would ever escape the clutches of her cruel family and headmistress (other than her time spent at *her* library): the children's imaginations came alive and their memory, comprehension, and verbal skills improved! Unfortunately, with school budgets, it was often hard to find what titles I was looking for – and that is where the WC library came in! It was such a gift to be able to reserve copies of hundreds of books online and then pick them up before the week's lesson began! I relied on this precious, local resource.

Now that I run the Children's Counseling Programs at the Domestic Violence Center of Chester County, I introduce literature as much, if not more than ever before! In my support groups, and even in individual counseling sessions, I use books to help the children understand some very adult situations and to overcome issues they may not truly understand at such young ages. When presented with these challenges through the understanding of a fictional character's journey, with an objective lens, the children are better able to relate the concepts to their own lives. I am glad to have actually partnered my children's group counseling program with the WC Public Library, coordinating thanks to Ellie Diener, to bring an entertaining story time to our children while educating our families on this amazing resource that is available to them!

I look forward to the opportunity to bring my passion and excitement for literature (and libraries!), as well as my experience growing up in this community, to the board – to be able to continue to improve and expand the reach and impact this library has had, and continues to have, on this town would be an honor.

Thank you for your consideration,

Amelia Rayburn
Children's Counseling, Advocacy, and Education
Domestic Violence Center of Chester County

AMELIA RAYBURN

910 N New Street, West Chester, PA 19380 • (484) 433-2009 • amelia.j.rayburn@gmail.com

PROFESSIONAL SUMMARY

Friendly, determined, and organized college-graduate and Master's candidate with 5+ years of office and education experience. Highly skilled in public speaking, teaching/training, research, social media, and various forms of writing. Excellent at juggling multiple tasks and working under pressure. Willing to learn and grow quickly.

WORK HISTORY

Children's Counseling and Advocacy, June 2015 – Current
Domestic Violence Center of Chester County – West Chester, PA
Provide individual and group counseling and advocacy for children, teens, and families. Provide advocacy and education for parents. Design and implementation of children's support groups. Partner with local organizations and businesses to schedule recreational and social activities for program participants. Develop and facilitate Dating Violence Awareness programs at college and high school levels. Provide staff and community trainings. Assist with grant writing and research. Respond to and assist with crisis hotline calls.

Lead Teacher/Health and Safety Coordinator, January 2010 – May 2015
KinderCare Learning Center – Westtown, PA
Created, organized, and implemented original, state-approved, curriculum. Adhered to NAEYC standards and Knowledge Universe corporate policies of education. Provided daily instruction and supervision for 10+ students. Developed pleasant, trustworthy, and professional relationships with students, parents, and colleagues. Conducted daily, weekly, and monthly center inspections to verify compliance with OSHA regulations.

University Writing Mentor, August 2007 – May 2008
WCU Writing Zones – West Chester, PA
Assisted students through the processes of essays in several subject areas and attempted to bridge the gap between high school and college-level writing. Provided framework and help in developing important literary techniques within essays. Worked with students throughout the research process.

Office Administrator, April 2007 – August 2007
Ruggiero Orthopedic Associates – Malvern, PA
Provided patients with speedy and friendly services while successfully performing the duties of office administrator, including: pulling and storing patient files, providing telephone services, computationally scheduling/cancelling appointments, and assisting the mailroom, payroll, and billing departments upon request.

Customer Service Representative, September 2002 – August 2006
Giunta's Thriftway Family Market – West Chester, PA
Provided exceptional service to store customers by positively addressing any complaints or inquiries. Regularly handled products and customer payments and successfully assisted in balancing tills each evening. Trained and assisted employees in performing their duties up to company standards.

VOLUNTEER HISTORY

CCAT (Chester County Anti-Human Trafficking Coalition) – Participate in planning local events with public education committee. Attend monthly meetings to address modern-day sex and labor trafficking by increasing public awareness, advocating legislative action, supporting law enforcement, and offering referral services to victims and survivors.

SPEAKING ENGAGEMENTS

2015 CCIU Safe Schools Summit – Keynote Speaker
Chester County Health Department Home-Visiting Nurses Program – Futures Without Violence Training
Chester County Children, Youth, and Families – DVCCC Domestic Violence Training
West Chester University of Pennsylvania – Continual Invited Guest Lecturer
Immaculata University – Continual Invited Guest Lecturer

EDUCATION

West Chester University of Pennsylvania West Chester, PA
Bachelor of Arts: English 2010

Rasmussen College St. Cloud, MN
Child Development Associate Certificate (CDA)

CERTIFICATIONS

PCADV Domestic Violence Counseling/Advocacy Certification
CPR, First-Aid, and Fire Safety Training Certifications

Judy Benes

From: Don Braceland
Sent: Friday, July 29, 2016 8:29 PM
To: Judy Benes
Subject: Addition to Public Works
Attachments: Tree Commission Recommended Administrative Ordinance[2].pdf; TreeReplantingLetter_Final[2].pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Judy,

Could add the following to the Public Works agenda?

Discuss Shade Tree Commission issues:

1. - Status of tree condemnation moratorium
   - Status of tree planting and maintenance contracts

2. Shade Tree Commission condemnation letter

3. Proposal to amend the Borough's Administrative Code re. the Tree Commission

Thanks!

Don

W. Donald Braceland
Council Member, 5th Ward
The Borough of West Chester
dbraceland@west-chester.com
215-813-8141

www.west-chester.com

The information contained in this email message is being transmitted to and is intended for the use of only the individual(s) to whom it is addressed. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copying of this message is strictly prohibited. If you have received this message in error, please immediately delete.

The West Chester Shade Tree Commission proposes to amend the West Chester Borough Code, Chapter 3 Administrative Code, Article VIII: Boards and Commissions, §3-38 Advisory Boards and Commissions, Part N. Shade Tree Commission, as follows:

Officially define "public trees" as:
Street trees and trees on Borough-owned, Borough-leased, and/or Borough-managed property.

Tree Commission. There shall be in and for the Borough of West Chester a Tree Commission that is hereby established in accordance with the ordinances of the Borough. The Commission shall be advisory in nature and shall perform no administrative duties.

(1)
The duties of the Tree Commission shall include but not be limited to the following:

(a)
Review all new subdivision and land development plans and building permit applications, and offer general guidance and plan modifications relating to public trees – including advice for proper tree species selection, tree management and preservation, and changes required to comply with the Borough Tree Ordinance.

(b)
Act in an advisory capacity to Borough Council in all matters relating to public trees.

(c)
Work in conjunction with the Borough Arborist and, as necessary, the Director of Public Works, to review, develop and recommend to Borough Council policy matters and programs for tree planting, care, treatment, preservation, condemnation, and overall management of the Borough's public trees.

(d)
Work in conjunction with the Borough Arborist to provide education and outreach programs to the citizens of the Borough, public officials and employees, and the development community concerning public trees, the urban forest, the Borough's Tree Ordinance, tree program, and other related topics.

(e)
Make recommendations concerning a comprehensive tree program that aims to preserve, revitalize, and expand the Borough's entire tree canopy.

(f)
Cooperate with other governmental agencies and civic groups to advance the preservation and restoration of the Borough's tree canopy.

(g)
Submit an annual report to Borough Council and inform Borough Council of the progress and status of the Tree Commission's work on an as-needed basis.

(h)
Participate in fundraising activities where the proceeds shall be used to promote the Borough's tree program.

(2)
The Tree Commission shall be organized as follows:

(a)
The Commission shall consist of up to five members, a majority of whom shall be full-time residents and qualified electors of the Borough. Initially, two members of the Commission shall be appointed to serve a two-year term, and three members shall be appointed to serve a three-year term. Thereafter, all members shall be appointed to three-year terms.

(b)
Should a vacancy occur, Borough Council shall appoint a member to fill the vacancy only for the unexpired portion of the term.

(c)
The Commission shall establish its own agenda and meeting schedule and shall meet as needed to perform the functions authorized herein.

Changes of note:

- Expand scope of the Commission to include trees on Borough-owned/leased/ managed properties, as well as street trees.
- Change the Commission's name from "Shade Tree Commission" to "Tree Commission" to include all public trees.
- Change "Urban Forester" to "Borough Arborist."
- Enhance the Commission's role to include review of <u>all</u> proposed land development plans.
- Submit an annual report to Borough Council and keep Borough Council informed of our work on an as-needed basis.
- Add two members to the Commission to serve staggered terms to ensure stability, consistency and necessary manpower.

West Chester
Shade Tree Commission

Dear Neighbor:

Your street tree has been inspected by the Shade Tree Commission according to International Society of Arboriculture guidelines. We regret to inform you it has been condemned.

The members of the Shade Tree Commission joined the Commission because of our love of shade trees and our interest in preserving and restoring the Borough's tree canopy. Unfortunately, our canopy is very mature, and many trees are reaching their end of life – making them prone to disease, die-back and structural failure.

The Shade Tree Commission is working to address the loss of our trees. We are proposing a new street tree ordinance to prioritize tree preservation and canopy renewal. We're preparing a tree manual to help homeowners care for their street trees. We're launching an informational campaign. And, *we are asking for your participation*.

We are asking every homeowner faced with a tree condemnation to replace the tree. West Chester Borough will provide the tree and plant it free of charge. **This is critically important** because, if we don't replant, we have a lot to lose. Here are just a few ways urban trees offer us immeasurable value:

- *Trees promote prosperity*. Residential properties with street trees sell at a premium, and hey tsell faster than properties devoid of prominent trees. Large specimen trees can add a full 10% to your property value.
- *Trees reduce stormwater runoff*. By planting this tree, you may be able to reduce the impervious coverage fee that the Borough will soon be imposing in order to upgrade our stormwater system to meet new Federal laws.
- *Trees save energy*. Strategically placed shade trees save up to 56% on annual air-conditioning costs.
- *Trees clean the air*, absorb greenhouse gas pollution, and provide a healthier environment – both physically and psychologically – for us and our families.

Trees are beautiful, they enrich our lives, and they make our community a much more desirable place to live. Our trees were planted by forward-thinking generations who gave us the wonderful canopy we have enjoyed for years. We think you'll agree it is our shared duty to regenerate our tree canopy before we lose it altogether.

Join your neighbors and replant your street tree today. Just contact Borough Arborist Denise Dunn-Kesterson to let her know you want a new tree: 610 696-5282; ddunn@west-chester.com. *Thank you!*

Dean Diehl, Chair

Dean Diehl

Updated July 12th, 2016

Public Works, Recreation & Environmental Protection Committee

July 12th, 2016 – 5:30 pm

Meeting Commence at 5:35 PM

Committee Members Present: Don Braceland (Chair)
Diane LeBold

Department Heads: O'B Laing, Keith Kurowski, Kevin Oakes

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda. **NONE**

2. Discuss allowing "High School Liaison" to the Recreation Commission to become a voting member

3. Discuss Barclay Park (BGPA) plans for recognition plaque and tree signage (Items were discussed in April & May)

4. Discuss Special Event Permit fees regarding 3 largest non-Borough sponsored events
   a. Bike Race & Celebration – 8/20/2016
   b. Chili Cook-Off – 10/8/2016
   c. Christmas Parade – 12/2/2016

5. Discuss new Special Event Permits:
   a. Run for Heroes – 5k – 9/11/2016
      (This has been reviewed but their request for relief from some of the fees has yet to be decided)
   b. S. Adams & S. Penn St. block party – 9/17/2016
      (Will need WCPW equipment)
   c. Unite for Her – 5k – 9/24/2016
      (Police needs WCPD OT request)
   d. WC Stomps Out Cancer – 5k – 9/30/2016
      (Police needs WCPD OT request)
   e. Turkey Burner – 5k – 11/25/2016
      Police needs WCPD OT request)

   All requests are fairly standard and will need minimal Borough services

6. Presentation by Public Works Director – fulltime manpower allotment
   Director of Public Works shared Power Point Presentation Outlining department's manpower needs. The effort proved fruitful as the committee subsequently recommended that council approve

immediate replacement of four needed positions which became obsolete because of the Boroughs current hiring freeze. It was also recommended that the other positions be filled whenever they become vacant by current employees.

7. Discuss recommendation to award Brandywine Valley the Borough's HVAC Preventative Maintenance Contract for the Public Library, Public Works Department and the Municipal Building for a 3-year contract at low bid price of $7,970.
   This was also sent through for approval

8. Discuss accepting DEP 902 Recycling Grant Award in the amount of $250,000 to purchase a single-operator leaf vacuum truck and 25-yeard roll off dumpster. Borough match to fund educational decal wraps on downtown BigBelly receptacles.
   This was accepted by the committee and sent through to full council

9. Discuss the Chester County Conservation District's Dirt, Gravel and Low Volume Road Maintenance Grant Award to fund stormwater improvement and green infrastructure projects along Pine Alley at Veteran's Memorial Park and S. Everhart St., between Price and W. Nields St.
   These grants were also accepted by the committee and sent through for council approval

10. Discus awarding one-year contract based on the three submitted quotes to recycle eWaste collected by the Borough Public Works drop off-program.
    This award recommendation was accepted and sent through to full council

11. Discuss Rosedale Avenue Safety Initiative
    Detail of this initiative was outlined by the Borough Manager and was subsequently sent through to full council.

12. Discuss June Minutes **Approved**

Meeting adjourned at approximately 7:00 PM

Submitted: L. O'B Laing, Director of Public Works