

## MANAGER'S REPORT

April 6, 2020

### Announcements:

#### - COVID-19 Coronavirus Update

- On March 16, 2020 West Vincent Township enacted a Disaster Declaration that will be extended until further notice due to the COVID-19 crisis. The Township has responded swiftly in implementing measures recommended by authorities to keep people safe and practice social distancing including the closure of the Township building and cancelling of non-essential in person meetings. As of April 6, 2020, there are a total of 304 confirmed COVID-19 cases and 3 deaths in Chester County, with 4 confirmed cases in West Vincent Township. Township offices will be closed through April 30, 2020 at the earliest, and staff are working remotely. The Township has been posting updates related to COVID-19 on our Township website and Facebook as official alerts are received by authorities. Township parks are open with the exception of the basketball court and playground at Evans Park. Active league use has been suspended as well. Fellowship Garden remains open to those individuals who have active plots registered with the Township.
- **We urge the public to take the measures recommended by the Chester County Health Department and Centers for Disease Control very seriously to help slow the spread of COVID-19.**
  - Stay home
  - Practice social distancing, maintaining a separation of 6 feet of distance between yourself and others
  - Wear protective equipment, including a mask, in public spaces
  - Regularly sanitize, cover a cough with your elbow or sleeve, not hands, do not shake hands
  - **Important dates:** New PA Primary Election date is June 2, 2020, Driver Licenses expiring before April 30 now expire May 31, 2020, Real ID deadline is October 1, 2021, and Income Tax filing has been extended to July 15, 2020
  - Thank you to our health care workers and all employees in life sustaining roles throughout our communities.
- Please be advised due to the COVID-19 crisis, the West Vincent Township Community Day has been cancelled for Saturday, June 13, 2020. Future programming and events will be evaluated for the future.
- The Township is utilizing Zoom conference technology in order to conduct virtual Township meetings. Staff are evaluating the ability to permit committee meetings in using a virtual software. We are testing the functionality of the system and will advise further.
- Reminder to residents to complete your 2020 Census. Information can be found at [www.2020census.gov](http://www.2020census.gov). You can still complete the census online or over the phone through July 31, 2020. Census field operations are temporarily suspended. It is critical to complete the census to allow for accurate funding apportionment.

## Department Reports:

- In the Building & Zoning Department the Township is accepting applications for permits, subdivision, land development, and stormwater electronically. Forms have been converted to PDF fillable format for applicants. An Acknowledgement Form must be signed and submitted with each application as the Township may approve applications, but not release or issue permits for work at this time. The Township is following the Governor's executive orders and the guidance of the Department of Labor and Industry. Please visit our website for additional information.
- In the Finance Department, the Year to Date vs. Actual February 2020 finance reports are complete. The Township's Auditing Firm, Barbacane Thornton & Company, is in the final stages of producing the 2020 Township audit reports.
- In March the Public Works Department filled potholes, processed PA one calls, and prepared equipment for the 2020 spring mowing season. As of March 16, 2020, the crew is working on essential items only and has begun mowing Township parks.
- The contractor for the Bryn Coed demolition project, Reclaim, Inc. has made significant progress including completing the demolition of all structures on site. Pending items include processing remaining concrete slabs and footers, sorting, cleaning, and hauling of debris, and crushing of concrete. Reclaim Inc. demobilized March 25, 2020 due to COVID-19 related closures of non-life sustaining business and construction activities. Reclaim Inc. will return to the site once the COVID-19 situation reaches a point allowing authorized and safe construction activity to resume.
- Lastly, after almost four years with West Vincent Township I am moving forward to assume the Township Manager position at North Coventry Township. My last day at West Vincent Township is Thursday, April 9, 2020. I want to thank the Supervisors, staff, and residents for allowing me the opportunity to serve as your Township Manager. I am sincerely appreciative of the relationships and partnerships built that have led me to this next step.

With gratitude,

Erica L. Batdorf