

Caln Township Board of Commissioners  
253 Municipal Drive  
Thorndale, PA 19372  
August 25, 2016 7:35 PM

**Call to order and pledge of allegiance.**

**Attendance** – Cynthia Eshleman; President, Jennifer Breton; Vice President, John Contento; Commissioner, Joshua Young; Commissioner, George Chambers; Commissioner; Peter Marshall; Interim Township Manager, Chuck Wilson; Finance Director, Jeffrey W. McClintock, PE, CFM; Township Engineer, and Denise Miller Recording Secretary.

**Executive Session**

Commissioner Eshleman announced that prior to tonight’s meeting, an Executive Session was held to discuss legal and personnel matters.

**Moment of Silence** – Commissioner Eshleman called for a moment of silence for all first responders and military, all over the world.

**Proclamation Presentation – Doreen Jacoby**

Commissioner Eshleman recognized Mrs. Jacoby for all the work she did for Carver Court to be placed on the National Historical Registry. She read and presented her with a Proclamation.

**Citizens to be heard**

Commissioner Eshleman called for any Citizens to be Heard. Representing “Friends of Carver Court”, John Robinson read a letter thanking Commissioner Eshleman and the Board for their work on the August 11, 2016 Carver Court tour.

**Ordinances and Resolutions for Consideration**

**Ordinance 2016-02-Public Gatherings** – For Board consideration, Mrs. Camp offered an Ordinance 2016-02 to adopt a new chapter to the Township Code titled “Public Gatherings. Mrs. Camp noted this ordinance was advertised in the Daily Local News on August 15, 2016 and for public inspections she sent this ordinance to the Law Library and the Daily Local News. Commissioner Eshleman entertained a motion to adopt Ordinance 2016-02 to add a new Chapter to the Township Code to hold public gatherings. Moved by Commissioner Chambers and seconded by Commissioner Breton. Vote passed 5-0.

**Ordinance 2016-03-Parks and Playgrounds** – For Board consideration, Mrs. Camp offered Ordinance 2016-03 to amend Chapter 107 of the Township Code titled “Parks and Playgrounds”. Mrs. Camp noted this ordinance was advertised in the Daily Local News on August 15, 2016 and for public inspections she sent this ordinance to the Law Library and the Daily Local News. Commissioner Eshleman entertained a motion to amend Chapter 107, Ordinance 2016-03, of the Township Code title “Parks and Playgrounds with a few minor changes noted by Mrs. Camp. Moved by Commissioner Young and seconded by Commissioner Contento. Vote passed 5-0.

**Resolution 2016-20-Revisions to the 2016 Fee Schedule** – Commissioner Eshleman entertained a motion adopting Resolution 2016-20 adopting revisions to the 2016 Fee Schedule. Moved by Commissioner Young and seconded by Commissioner Breton. Commissioner Young made a motion, seconded by Commissioner Breton, to amend the motion and the Resolution to include calculated fee hourly rates for 2016 for police at \$85.00 per hour, Public Works at \$55.00 per hour, and the Fire Police at \$35.00 with a \$20.00 Administrative

processing fee. Vote passed 5-0. Commissioner Eshleman called for a vote on the motion with the amendment approved. Vote passed 5-0.

Resolution 2016-21-Disposal of Township Property – Commissioner Eshleman entertained a motion approving Resolution 2016-21 for the disposal of Township Property which includes SCAG 48 Advantage Walk behind mower, Bob Cat Walk Behind Mower, 2 EXMark riding Mowers, 1995 John Deere Mower, 2003 Ford F750 dump truck, and a 2004 Ford F550 truck with crane. Moved by Commissioner Chambers and seconded by Commissioner Contento. Vote passed 5-0.

Resolution 2016-22-Master Lease Agreement with Fulton Bank – Commissioner Eshleman entertained a motion to approve Resolution 2016-22 for a Master Lease Agreement with Fulton Bank for a 2017 Ford Police Interceptor at the rate of 2.53%. Moved by Commissioner Young and seconded by Commissioner Breton. Vote passed 5-0.

### **Public Safety**

Police Chief Elias – Chief Elias updated the Board on Staff and policing Coatesville Area School events. He also gave a brief report for July.

Fire Chief Cordisco – Chief Cordisco updated the Board on response time, personnel training. He also gave a brief report for July. Mrs. Camp updated the Board on the Land Purchase Agreement.

Director of Buildings & Life Safety – For Board consideration to proceed, Mr. Stackhouse explained that the definition of “retail sales” needs to be updated to have “Such use may include as an accessory use an area used for manufacturing or assembly of the products sold on the premises provided that such area is no greater than 35% of the gross floor area of the building”, added to the definition. Mrs. Camp noted that if the Board is comfortable with this proposal, she will hand deliver it to the County Planning Commission on Friday and start the Act 247 review process and the Board could be in the position to adopt an Ordinance at the September meeting. Commissioner Eshleman entertained a motion to approve the zoning text amendment regarding retail use definition. Moved by Commissioner Contento and seconded by Commissioner Chambers. Vote passed 5-0.

Mr. Stackhouse gave a brief report on his office as well as the violations. Commissioner Young stated that staff could utilize Cedarville regarding violations, if needed.

Commissioner Contento made a motion, seconded by Commissioner Eshleman, to close the Municipal Park on September 10, 2016 and authorize the township property to be used as a beer garden. Vote passed 5-0.

### **Finance Report – Mr. Wilson**

Monthly Report – Mr. Wilson gave a brief financial report for period ending August 31, 2016. Commissioner Contento asked staff to show the liabilities in the financials. Mr. Wilson noted he will add that for the next meeting.

PLGIT Convenience Fee Program for Credit Card Acceptance – For Board consideration to proceed, Mr. Wilson offered a PLGIT convenience fee program for credit card acceptance. He proposed that the Township utilizes the Pennsylvania Local Government Investment Trust (“PLGIT”) convenience fee program for credit card acceptance. And under this program convenience fees are passed onto the customer and the Township receives 100% of the payment. Payments are processed through PLGIT’s e-service provider and deposited in the Township’s account the next day. He noted that the convenience fees passed through to the customer are at the rate of 2.45 %, a flat rate for utility payments (based on 2.45% of the average bill) or \$1.50 for an ACH transaction. He also noted that on the customer’s credit card bill or bank statement they will see a charge for Caln Township for the bill they are paying and a separate charge from the e-service provider

for the convenience fee. After Board discussion, Board consensus was for staff to move forward and present the Board with a plan. Mr. Wilson noted he will have a proposal at a future meeting.

Bill List - General 38356-38527 and Bond 1155-1156 – Commissioner Eshleman made a motion to approve checks 38356-38527 and Bond checks 1155-1156. Moved by Commissioner Young and seconded by Commissioner Contento. Vote passed 5-0.

**Land Development Dedication Processing – Mr. Jeffrey McClintock PE, CFM-Township Engineer**

2400 Warren Avenue LD Wavier 2016 – Mr. Taylor was present to address the Board regarding his proposed land development waiver to install a three car garage on a paved area, to be used as an accessory building in conjunction with his automotive repair business. Mr. Taylor noted as requested he received the Township Planning Commission's recommendation subject to the conditions of the July 20, 2016 Township review letter. Commissioner Eshleman noted that the Board will work with him regarding a "fee in lieu of" and directed him to meet with Mr. McClintock and Mr. Stackhouse. No action was taken on this item.

253 Municipal Drive SD 2016 – Mr. McClintock noted he previously spoke with Mr. Marshall therefore does not need to discuss this project with the Board this evening.

Wawa Bondsville CU 2016 – Mr. McClintock noted their conditional use application has been filed and the Township has until October 18 to hold the hearing. He suggested the third week in October. Board consensus was to schedule a date at the September meeting.

Report Chart Review – Mr. McClintock noted that there is no actionable items tonight.

**Engineering – Mr. Jeffrey McClintock P.E. CFM-Township Engineer**

G.O. Carlson Boulevard East Pavement Overlay Project Status – Mr. McClintock noted that the final payment is on the bill list and the project will be closed out.

Sylvan Drive Culvert Replacement Project Status – Mr. McClintock noted the tentative start date is September 6, 2016, and paving to be done by the end of the year.

Windsor Lane Reconstruction Project Status – Mr. McClintock noted he received high bids for the Windsor Lane reconstruction. As an alternative to the scope of work put out to bid, he proposed to revise the scope and eliminate all curbing work, driveway work, and cold in place recycling. The new scope will be to simply mill a portion of the roadway down and perform any patch repairs as necessary, and to install 2-3 inches of new pavement on the entire roadway. Mr. McClintock asked the Board to consider revising the specifications and adding an alternate to repair approximately 180 feet of Reed Street and approximately 1,600 feet of Moore Road. Mr. McClintock noted that if the Board in is concurrence with his proposal, he asks that they reject the bid from Charlestown Paving and authorize the revised scope to be advertised as soon as possible for the 2016 Caln Township Pavement Project. Commissioner Eshleman entertained a motion to reject the bid from Charleston Paving and allow Mr. McClintock to advertise the revised scope of work for bids as soon as it is prepared. Moved by Commissioner Young and seconded by Commissioner Chambers. Vote passed 5-0.

US 322 Traffic Signal ARLE Project Status – Mr. McClintock noted the bids are due August 31, 2016, and an update will be presented at the September meeting.

Osborne Road FABP Status – Mr. McClintock noted that the Osborne Bridge Project is nearing completion, pending stop signs and a couple of markings. The bridge will officially open on August 26, 2016.

DMWA Metering Pole request – Mr. McClintock noted that this subject has been tabled for him and Mr. Marshall to discuss further.

### **Other**

Farm House and Barn Roof – Mr. McClintock noted he has no update for the Farm House or the Barn Roof for tonight's meeting.

Municipal Complex paving update and seal coat proposal – Mr. McClintock noted that the paving has been completed at the Public Works Garage. For Board consideration, Mr. McClintock offered a bid for the paving and re-stripping behind the police station and the Township parking area from Superior Seal Coating in the amount of \$5,810.00 from the Construction Improvement line item. Commissioner Eshleman entertained a motion to approve the Superior Seal Coating bid in the amount of \$5,810.00 for seal coating at the Police Station and the Municipal Building parking lot. Moved by Commissioner Young and seconded by Commissioner Breton. Vote passed.

Lincoln Highway sign – For Board consideration, Mr. McClintock offered a proposal for the Lincoln Highway Sign in the amount of \$1,843.00 from Tam Arte Design Studio. Moved by Commissioner Breton and seconded by Commissioner Young. The vote passed 3-2, with Commissioners Chambers, Eshleman, and Breton voting aye and Commissioners Young and Contento voting nea. Discussion was held on "gateway signs".

### **Township Manager – Mr. Marshall**

Bill List – Commissioner Eshleman entertained a motion approving checks 38196-38258, and Bond check 1152. Moved by Mr. Young and seconded by Commissioner Breton. All Board questions were answered. Vote passed 5-0.

### **Approval of Minutes**

July 14, 2016 – Commissioner Eshleman entertained a motion to approve the July 14, 2016 minutes, as presented. Moved by Commissioner Young and seconded by Commissioner Breton. Vote passed.

### **Additional Business**

Commissioner Eshleman called for Additional Business. Commissioner Young noted that he was contacted by the Western Chester County Chamber of Commerce ("WCCCC") and they stated that DVRPC is receiving comments on whether they want to extend Septa service to Thorndale on Sundays. WCCCC is sending a letter of support and asked that Caln Township does the same with a letter of support signed by the Board President. Commissioner Young made a motion, seconded by Commissioner Eshleman, to authorize the Board President to sign a letter for support of Septa service on Sundays. Vote passed 5-0.

Commissioner Young noted that the Council of Government has been working towards making a Regional Management Group and Caln Township has not sent a letter indicating their support or a letter allowing him to be a representative and be part of those negotiations. Commissioner Young makes a motion, seconded by Commissioner Breton, to approve Caln Township participating in the negotiations for a Regional Management Group that allows him to be part of those negotiations. Vote passed 5-0.

Commissioner Eshleman noted that she has been approached about the street light that is out at Carver Court, and at the parks. Mr. McClintock noted he will review the lighting in the parks and have them fixed. He also noted he will find out who owns the lights at Carver Court. Mr. McClintock requested a motion to close the park at 12:00 PM on October 10 for the Caln Community Day, and he can check the lights then. Commissioner Young made a motion, seconded by Commissioner Eshleman, to close the Municipal Park at Noon on September 10, 2016 and authorize the Township land be used for a Beer Garden. Commissioner Young amended his motion, seconded by Commissioner Eshleman, to authorize staff to close the park on

September 10 for Community Day and also allow the Community Day Committee to have a Beer Garden on Township Property. Vote passed 5-0.

**Public Comments**

Resident Mrs. Bernard commented on the status of the Boom Mower.

Resident Mrs. Steele commented on the Public Works garage area, Barley Sheaf and Business Route 30 light, as well as other township matters.

Resident Mrs. Gaskill commented on the status of a new Township Manager.

**Adjournment** – Commissioner Contento made a motion, seconded by Commissioner Young to adjourn the August 25, meeting. Vote passed 5-0.

Respectfully Submitted by,

Denise Miller,  
Recording Secretary