

## **Caln Historical Commission Meeting Agenda Wednesday August 21st, 2019 (7:30-9:00 PM)**

Catherine Callahan, Chair, Lorraine Tindaro, Vice-Chair,  
Leah Jennings, Patty DeFroschia, Candice Monhollan,  
Dawn Coughlan, Jim Spaulding, Mark Evans  
Paul Stephens, Janene Mullen

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### **OPENING:** Catherine Callahan, Chair

- Roll call
- Review & approve July 17<sup>th</sup> Meeting Minutes
- Replace inactive members: *Find-enroll at least 3 (< 9) nominees to present to the Board of Commissioners to appoint to the Historical Commission. Two potential nominees; Sarah Martin and Cathy Wentz, were invited to the meeting and copied on this Agenda.*

### **OLD BUSINESS:**

- Griffith / Spackman Farm Report: Paul inspected the Farm and issued report. Drone Video available. Paul Stephens reporting.
- Questions and concerns about the Farm. Mark requested budget items, quotes, proposals, documents and inspections that affect plans for the Farm: Mark Evans Reporting.
- Caln Township needs an updated and enhanced Zoning Ordinance to protect historical properties. Historical Commission role is uncertain. Vice-Chair Lorrain Tindaro reporting.
- Final Historical Commission 2020 Budget to fulfill goals in Chapter 4: Historical and Cultural Resources Section C: Historical and Cultural Resources Plan. **Guest** Mike Bedrick Reporting.
- Historical Commission Plan Checklist to fulfill Commission goals in Chapter 4: Historical and Cultural Resources Section C: Historical and Cultural Resources Plan. Report delayed: Jim Spaulding reporting.

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**NEW BUSINESS:**

- Caln Township Webpage defines our Vision on the Webpages, the Plan and the Bylaws. Review and Discussion facilitated by Jim Spaulding This exercise is essential to future discussions of :
  - Goals, Activities, Affairs: New mile marker: Caln Township 150<sup>th</sup> Anniversary: Caln Historical Trolley Tour / Historic Tavern Crawl / Thorndale Walking Tour / 5k Run-Walk.
  - Webpage: Image? Rotating image of our historical resources? How help our residents? Awareness? Education? Recreation? How about drone video of all our sites? “Four Seasons of history in Thorndale”?
  - Brain-storm ‘gotcha mottos’ for historical image & perspective. Example: “X” marks the spot: “Thorndale”
  - Operation, Connections, Agenda, Minutes, Executive meetings, Sub-committees, , interaction with other groups (liaisons)
  - Command and Control: Do we do work? Do we ask Office to do work? Does Caln office tell us what to do?
  - Standards: format, detail level, formality of Agendas, Meeting Minutes, Motions, Reports?
  - Identification: formality level, Contact info, members vs guests vs residents, webpage? <you@calnhistoricalcommission> ???

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*End of Proposed Meeting Agenda*

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*Please Note addenda and notes  
attached for the ‘VISION’ discussion*

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**NOTES FOR DISCUSSION OF BYLAWS and  
HISTORICAL COMMISSION VISION AND PLAN**

Caln Township Webpage & Bylaws defines our Vision as

*“The Historical Commission serves*

- in an advisory capacity for the establishment and implementation of a historic preservation plan*
- to review and advise on proposed activities affecting historic resources,*
- to provide information on historic resources to the citizens of the township.”*

The Bylaws continue this vision with

*“To accomplish this purpose, the Commission shall:*

- A. Identify significant historical buildings, structures and other similar resources and natural historical sites ("historic resources") in Caln Township;*
- B. Maintain a detailed inventory and map(s) of these historic resources, including informational data appropriately classified;*
- C. Create an awareness of the history of the Township from the Native Americans to the present day, including their cultural, agricultural, business, educational and religious endeavors, as evidenced by their remaining historic resources;*
- D. Research and record the history of Caln Township and serve as an advisory resource for owners of historic sites involved with preservation and/or restoration;*
- E. Prepare appropriate reports respecting the foregoing for the Board of Commissioners, as well as such additional related reports which may be requested by the Board of Commissioners;*

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- F. Cooperate with and advise the Board of Commissioners, the Township Planning Commission and other interested Township officials and agencies in relation to the preservation and restoration of significant historic resources, including the review of zoning and/or subdivision/ land development proposals and building/demolition permit applications which have the potential to impact on historical resources;*
- G. Consider, promote and, with the approval of the Board of Commissioners, apply for technical and financial assistance from all appropriate local, county, state, federal and other agencies that will assist in the preservation of significant historic resources within Caln Township, reporting all related action thereon to the Board of Commissioners;*
- H. Prepare and submit a yearly budget to the Board of Commissioners, together with a budget request for sums deemed necessary by the Commission to carry out its objectives;*
- I. In conjunction with and cooperation of the Board of Commissioners, the Township Planning Commission and other appropriate groups, to study the feasibility of creating historic districts in accordance with and pursuant to the Act of June 13, 1961, P.L. 282, No. 167, as amended; 1*
- J. Cooperate with all Township officials regarding the possible acquisition and use or preservation of significant historic resources, including their nomination to the National Register of Historic Places in accordance with the provisions of the National Historical Preservation Act of 1966, as amended; and*
- K. Perform other related duties as may be delegated by the Board of Commissioners, from time to time.”*

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The Bylaws continue to provide rules for operation of the Commission, as follows:

#### ***19-3. Membership; vacancies; committees.***

*A. The Historical Commission shall consist of a minimum of nine (9) members and up to, but not exceeding, 15 members, who shall be residents of Caln Township and who shall:*

- 1. Be appointed by the Board of Commissioners;*
- 2. Serve terms of office of 5 years, except for the initial term which at the inception of the Commission shall be three members for 5 year, three members for 5 years and three members for 5 years;*
- 3. Serve without compensation but may be reimbursed for ordinary expenses necessary to conduct the responsibilities of the Commission, when authorized by the Board of Commissioners; and*
- 4. Elect annually a Chairperson, Vice Chairperson, Secretary and other officers as deemed necessary by the Commission.*

*B. A vacancy on the Commission shall be filled by a Caln Township resident appointed by the Board of Commissioners for the unexpired term. The Commission may, as a body, make recommendations to the Board of Commissioners for appointees to fill unexpired terms and for full terms.*

*The Commission shall have the right to establish appropriate committees to assist with research, to lend expertise and to perform other duties as assigned by the Commission. Each committee shall be chaired by a member of the Historical Commission.*

#### ***19-4. Meetings; reports.***

*Monthly meetings and periodic executive sessions shall be held to conduct the business of the Commission. The Commission shall keep minutes of its meetings and activities, which shall be provided to the Board of Commissioners following each meeting, and shall submit periodic reports, not less than once annually, to the Board of Commissioners.*

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***19-5. Assistance and budget.***

*In order to carry out its responsibilities, the Historical Commission may, with the consent of the Board of Commissioners, utilize any grants, personnel or other assistance as may be made available by the county, the commonwealth or federal government, or any of their agencies, or from private sources.*

*The Board of Commissioners may enter into agreements or contracts regarding the acceptance or utilization of the grants or assistance in accordance with Township procedures in furtherance of the purposes of this chapter.*

*The Historical Commission shall submit a proposed annual budget to the Board of Township Commissioners during the Township's annual budget process.*

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*Email sent to prospective nominees:*

*Dear Sarah Martin and Cathy Wentz*

*Thank you for your interest in the Caln Historical Commission.*

*You are cordially invited to the next Caln Historical Commission meeting on Wednesday, August 21 @ 7:30 pm, in the Caln Township building. We welcome the opportunity to answer your questions and consider your nomination, which must be approved by the Caln Township Board of Commissioners.*

*We look forward to meeting you in person.*

*Sincerely,*

*Jim Spaulding*

*Secretary, Caln Township Historical Commission*