

Caln Township Board of Commissioners
February 8, 2024 7:30 PM
Hybrid Business Meeting Minutes

Board Members Present: Paul Mullin-President, Joshua B. Young-Vice President, Jane Kennedy-Commissioner, Lorraine Tindaro-Commissioner, and Mark Evans-Commissioner.

Staff Members Present: Don Vymazal-Township Manager and Secretary, Denise Miller-Assistant Township Secretary and Administrative Assistant, Lisa Swan-Director of Finance and Township Treasurer, Police Chief Elias, Ray Stackhouse-Director of Building and Life Safety.

Professionals Present: Kristin Camp Township Solicitor, Ross Bickhart P.E.-Gilmore & Associates, Karl Schmidt P.E.-ARRO Consulting.

Special Guest: N/A

The Board of Commissioners' (BoC) February 8, 2024 agenda was posted on the Township website, at the Township building on February 7, 2024, and agendas were made available for the public, at the meeting. The 2024 Township BoC meetings were published in the Daily Local Newspaper, on December 27, 2023.

Commissioner Mullin called the meeting to order at 7:35 PM. Commissioner Mullin then called for the Pledge of Allegiance to the Flag.

Commissioner Mullin noted that there was an Executive Session prior to tonight's Board meeting regarding legal matters.

Opening Comments – Link

Citizens by Request

There were none.

1. ARRO Engineering

1.1 Final Payment Application \$376,173.16 for G.O. Carlson Stream & Bridge Repairs – Mr. Schmidt presented final payment application #1 in the amount of \$376,173.16 payable to CriLon Corp, for the embankment repairs near the G.O. Carlson Bridge. Mr. Schmidt also noted that the Township saved \$5,586.00 on this project.

Commissioner Young clarified that the savings is not \$55,000 as originally stated.

Commissioner Mullin noted that this savings is from using 125 less reinforcement blocks at \$44.00 each. Mr. Schmidt noted that the reinforcement blocks put on the berm between the golf course and the creek is a small area, so less were needed.

Commissioner Mullin entertained a motion to approve final payment application #1, as presented. Moved by Commissioner Evans and seconded by Commissioner Tindaro. The vote passed 5-0.

2. Gilmore & Associates

2.1 Authorize Township Manager to Sign Change Order #4 Extending the Reed Street Contract – Mr. Bickhart noted that based on when the contract and notice to proceed happened and the number of days that were included in the contract times, the final completion was in the middle of winter, so that does not allow for the paving to occur,

which is the last of the big items. Mr. Bickhart also noted that this change order is only to extend the contract to get them into the spring and there is no additional contract cost.

Commissioner Mullin entertained a motion to authorize the Township Manager to sign change order #4 for the Reed Street Drainage Improvements Project, extending Foresight Concepts, Inc. contract time by 90 Days. Moved by Commissioner Evans and seconded by Commissioner Tindaro. The vote passed 5-0.

3. Township Manager

3.1 Zoning Ordinance Update Project 2024 Meetings – Mr. Vymazal noted that the 2024 Zoning Ordinance Update Project for 2024 will be held on the third Thursday of each month.

Commissioner Mullin entertained a motion to approve the Zoning Ordinance Update meeting dates, as presented. Moved by Commissioner Evans and seconded by Commissioner Kennedy. The vote passed 5-0.

4. Board Minutes to Approve

4.1 January 11, 2024 – Commissioner Mullin noted that he would like to table the minutes because he does not have the final copy. Commissioner Mullin also noted that there will be three sets of minutes to approve at the February 29 meeting.

Commissioner Mullin entertained a motion to table the January 11, 2024 Board minutes. Moved by Commissioner Evans and seconded by Commissioner Tindaro. The vote passed 5-0.

5. Planning Commission Minutes

5.1 November 21, 2023

Commissioner Mullin entertained a motion acknowledging Board receipt of the November 21, 2023 planning commission minutes. Moved by Commissioner Young and seconded by Commissioner Evans. The vote passed 5-0.

6. Finance Department

6.1 Check Approval

Commissioner Mullin entertained a motion to approve checks 51473 to 51539 and manual check 299. Moved by Commissioner Kennedy and seconded by Commissioner Tindaro. The vote passed 5-0.

7. Summary by Applicable Board Liaison

7.1 Parks and Recreation – Commissioner Kennedy noted an Easter egg hunt, clean up events, Spackman-Davis Farm picnic in June, September Community Day, and a December 14 New York bus trip, and much more throughout the year. Commissioner Kennedy encouraged resident participation.

7.2 COG – Commissioner Kennedy noted their first meeting where they revisited their discussion on developing an animal control center, possible lectures on topics of interest such as new park developments and grants, and the possibility of the Township Engineer developing a plan to make township parks accessible to all children, of all needs.

7.3 Municipal Authority – Commissioner Mullin noted that Gilmore is finalizing the contract documents submitted by Sewer Specialty Service Company for the 2024 Grouting Project, dedication acceptance of the off-site sanitary sewer gravity system that was installed as part of Phase 1 of the Willows at Valley Run Apartments project, and on December 19, 2023 they were notified that our COVID-19 ARPA Pennsylvania Small Water and Sewer Program grant

application for the Granger Lane and Caln Meeting House Sewer Extension Project was approved for \$498,958.00, which is 85% of the cost. Commissioner Mullin thanked State Senator Katie Muth and House Representatives Dan Williams and Danielle Friel-Otten for their support.

7.4 DARA – No update.

7.5 Fire Board – No Update.

7.6 Historical Commission – Commissioner Evans noted that they reviewed the January 11, 2024 BoC discussion of Spackman-Davis Farm and members answered a written poll on how they would like to prioritize their recommendations for improvements, they set the 2024 old schoolhouse guide for six Sundays and they would possibly a farm tour to one or two of those dates contingent on BoC approval and farm conditions, and a proposed historic picnic at the farm contingent on BoC approval. Commissioner Evans also noted to contact Mrs. Miller, a Historical Commission Member, or a commissioner if you are interested in joining. Commissioner Evans also encouraged participation for the Parks and Recreation Board.

7.7 Lincoln Highway – Commissioner Young noted that they were unable to meet in January. He noted that they will meet in March where they will work on their mission statement.

7.8 Ingleside Golf Course – Commissioner Tindaro noted that they are working with West Chester University students to build a Partnership opportunities, there is a wide selection of clothing for purchase, and they are reviewing free advertisement opportunity for the electronic sign located on business Route 30.

8. Additional Business

8.1 Planning Commission Appointment Tom Parr – Commissioner Mullin noted that Mr. Parr was interviewed prior to the January 25, 2024 meeting. Mr. Parr has done an outstanding job on the Historical Commission and volunteering at the park.

Commissioner Mullin entertained a motion to appoint Tom Parr to the Planning Commission. Moved by Commissioner Evans and seconded by Commissioner Tindaro. The vote passed 5-0.

9. Public Comment

There were none.

10. Adjournment – **Commissioner Mullin entertained a motion to adjourn the February 8, 2024 workshop meeting at 8:07 PM. Moved by Commissioner Evans and seconded by Commissioner Young. The vote passed 5-0.**

Respectfully submitted,

Denise Miller
Assistant Township Secretary