

Caln Township Board of Commissioners
253 Municipal Drive Thorndale, PA 19372
June 25, 2020 Minutes
7:30 PM

Attendance – Paul Mullin-President, Jane Kennedy-Vice President, Joshua Young-Commissioner, Lorraine Tindaro-Commissioner, Mark Evans-Commissioner, Kristen Denne-Township Manager/Secretary, Kevin Barron-Township Finance Director, Bryan Kulakowsky-Township Engineer, Kristin Camp-Township Solicitor, and Denise Miller-Assistant Township Secretary.

Also in attendance was: Andrew Tuleya from ARRO Consulting (ARRO).

There was a 6:30 PM Virtual Meeting updating the Board on the Hills at Thorndale Woods proposed development.

Commissioner Mullin called the Virtual Zoom meeting to order at 7:30 PM. He then called for the Pledge of Allegiance to the flag.

Presentation by the Hills at Thorndale Woods

Ms. Camp noted that the Applicant has to come before the Board again so it's up to the Board if they want a presentation tonight. Commissioner Mullin noted all their questions and Residents questions were answered at tonight's workshop so they can wait until their next presentation.

Commissioner Evans Updates

COVID-19 – Commissioner Evans noted that over the past fourteen days, Chester County had three-hundred and ten positive cases with an average of twenty-two per day, and one-hundred eight cases within the past seven days. Caln Township went from one-hundred thirty-seven cases to one-hundred forty-four cases, and the total deaths went from eleven to twelve. Commissioner Evans reviewed the "green phase" guidelines, asked everyone to continue wearing masks, stay at least six feet apart from one and other, and stressed that "gatherings" are still restricted

Zoning Update – Commissioner Evans noted the firm that will do the township zoning update will possibly be awarded at the July 9, 2020 board meeting.

Lincoln Highway Committee – Commissioner Evans noted a virtual Lincoln Highway Committee meeting on July 14 with future meetings held on the second Tuesday of the month.

Spackman Farm – Commissioner Evans noted that the Township is exploring options to help prevent vandalism. They are also discussing the roof replacement details.

Golf Course House – Commissioner Evans noted that the Historical Commission checked with the Historic Society Member, Lois Demchak, and she sees no problem with the demolition of the house.

"Coffee with the Commissioners" Town Hall – Commissioner Evans noted the town hall will be held on July 8 at 7:00 PM with special guests from "Caln Watch". He also noted that all are welcome, and details can be found on the township website.

Citizens to be Heard

Commissioner Mullin called for Citizens to be heard. There were none.

Township Solicitor – Ms. Camp

N/A

Township Engineer – Mr. Kulakowsky

MS4 Presentation – Mr. Kulakowsky introduced Mr. Andrew Tuleya from ARRO to give the MS4 Presentation. Mr. Tuleya noted that he does Caln Township's stormwater permit. He noted that the highlighted comment from the State last year was that there are a significant number of structural best management practices (BMP) that are not being installed according to the post construction stormwater management plans that are being submitted with those structures or not completed at all. He also noted that this year's report is due September 30, 2020 however, he will have it submitted beforehand.

Mr. Tuleya reviewed the six Minimum Control Measures (MCMs), and their responses, as required. He noted that as per the requirements of the National Pollutant Discharge Elimination System (NPDES) General Permit For Stormwater Discharges From Small Municipal Separate Storm Sewer Systems (MS4), he is here to update the Board, Residents, and Attendees on the Caln 2018-2019 Annual Report and our efforts to progress the MS4 program in expectation to submit the Caln 2019-2020 Annual Report this September 30th.

We submitted the Caln 2018-2019 Annual Report in September 2019. The report detailed the progress that Caln made across the six Minimum Control Measures (MCMs) that guide the program.

The first MCM is Public Education and Outreach on Stormwater Impacts. We are required to set goals for the coming reporting period, July 1st through June 30th, and confirm that we have achieved the goals set forth in the previous Annual Report. During the 2018-2019 reporting period we met all of our Public Education and Outreach goals, such as continuing goals from previous years and newer goals like attempting to quantify the most-likely residential activities to produce an illicit discharge in order to better define educational materials.

We have not established what our goals are yet for the coming reporting period, however they will need to be in line with our focus on education and reduction of illicit discharge risk.

The second MCM is Public Involvement and Participation. This meeting fulfills part of the requirements of this MCM, and previous meetings during the 2018-2019 reporting period where we invited the public to ask questions about and become involved were listed in the last Annual Report. We welcome public involvement in our MS4 program at any of the meetings we discuss such matters. Also, the Township participates with MS4 centered organizations and projects such as the Christiana Watershed Municipal Partnership Association.

Caln will continue to work with local organizations to help us with training and progress. After discussions with the Pennsylvania Department of Environmental Protection (DEP), we provided residents, businesses, and staff with a social media-based education and involvement opportunity. This event involves asking our target audience groups to conduct at home cleanups and post their activities such as pictures and descriptions on The Township's Facebook page. This event began on June 21 and will last until the end of June. The Township plans to hold traditional public involvement activities once federal and state guidelines permit to do so.

The third MCM is Illicit Discharge Detection and Elimination. Illicit discharge means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater, except in very specific circumstances such as from firefighting activities. During the 2018-2019 reporting period, we kept our storm sewer mapping up to date to help efforts in identifying sources of illicit discharges should they occur. We are continuing to monitor the system, inspect our points of discharge, and encourage anyone to report any non-stormwater substance entering our system. The Township has completed the required outfall inspections for 2019-2020.

The fourth MCM is Construction Site Stormwater Runoff Control. Many of the requirements of this portion are fulfilled by the statewide program for stormwater associated with construction activities. During the reporting

period we complied with all relevant Pennsylvania codes regarding the management of construction permits and notification of the DEP regarding qualifying construction activities.

Caln will continue to manage construction permits and DEP notification in accordance with the requirements of MCM four.

The fifth MCM is Post-Construction Storm Water Management in New Development and Redevelopment. Similar to MCM 4, many of the requirements of this portion are fulfilled by the statewide program for stormwater associated with construction activities. Caln maintained an inventory of all post-construction stormwater management BMPs and worked to ensure that proper operations and management of said BMPs.

Caln has inspected the BMPs on the inventory within the last month. The Township will continue to keep an up to date inventory of post-construction stormwater management BMPs and ensure that they receive the required operation and management.

The sixth and last MCM is Pollution Prevention and Good Housekeeping. This MCM primarily ensures that the municipal staff and operations do not impact our waterways. To meet the yearly requirement that municipal staff receive yearly stormwater training, ARRO provided training materials for staff to review to meet this requirement. Multiple topics were covered across all the MCMs. The Township maintains many operational documents such as "MS4 Program Analysis" and the "Stormwater Management Program" which can be found in the 2018-2019 Annual Report.

Caln will be undergoing a facility audit soon to minimize the potential that municipal properties contribute to stormwater pollution. 2019-2020 training documentation has been supplied to municipal employees. The township will continue to maintain and update the operational documents.

An electronic copy of the Annual Report can be found on the municipal website. A printed copy can be found at the municipal office. You can also request a copy by mailing into our office.

And finally, if you see anything entering or exiting the Caln stormwater system, please call 610-384-0600 during business hours. After hours and on weekends, please use the contact information found on the municipal website, or as shown below.

Please provide comments regarding the Township's stormwater program to 610-384-0600, info@calntownship.org, or on The Township's Stormwater page.

Mr. Tuleya noted that he will be sending out a stormwater survey in July, to residents, businesses, and staff. Discussion was held on how to distribute the survey.

Cheryl Spaulding of 406 Lloyd Avenue stated that she will put the graphic and survey on the "Caln Watch" site. She asked Mr. Tuleya to explain his comment regarding his statement about the State's comment letter. Mr. Tuleya noted that he was not referring to Caln Township however, he will respond to the comment letter that the Township has a very strong MCM #4 for construction site stormwater runoff control and MCM #5 for post construction stormwater management. Mr. Kulakowsky noted that the comment was a general comment put into all of the comment letters throughout the Commonwealth. There are a lot of issues in other parts of the state where they do not enforce their ordinances or do inspections.

Mark DeYoung of 20 Beaver Run Road asked the correct process of a new development moving dirt with arsenic in it. Mr. Kulakowsky noted that the plan and remediation is all approved by the Department of Protection (DEP) and the Environmental Protection Agency (EPA) and they are the ultimate ones to sign off on it. He also noted that they have to go through the process of obtaining a National Pollutant Discharge Elimination System (NPDES) permit which cannot be issued unless all other permits are in place.

Tony DiSario of 251 Loomis Avenue asked Mr. Tuleya what information the Township needs to provide for the MS4 report. Mr. Tuleya noted an accumulation of all their activities and programs from July 1, 2019 to June 30, 2020. Mr. DiSario asked Ms. Denne if the Township applied for a grant for the MS4 program. Ms. Denne noted that the grant was for a project they have to complete within a five year period, and they are looking at the Park West area.

Planning Commission Update – Mr. Kulakowsky noted that the 2020 Road Program bids will be opened on July 21, 2020 at 1:30 PM, and possibly awarded, by the Board at their July 30, 2020 meeting.

Mr. Kulakowsky noted that he was not in attendance at the last Planning Commission meeting so Mr. Stackhouse will give the report. Mr. Stackhouse noted that discussion was held on the resubmittal of the 15 Fox Avenue townhomes sketch plan. He also noted that this plan and all the previous sketch plans submitted have not been well received by the Planning Commission.

Township Manager – Ms. Denne

Virtual Clean Up – Ms. Denne noted the Township is encouraging residents to clean up around their homes/property lines, take a picture, and send it to the Township for the website. Ms. Denne also noted that this project is credited towards the MS4 program.

“Green Phase” – Ms. Denne noted that Chester County is moving to the “green phase” Friday June 26, and information can be found at Restorechestercounty.org. She also encouraged everyone to wear masks and stay at least six feet apart, and noted a meeting with the Managers of the County and the County Commissioners to discuss the next steps and to preserve staying in the “green phase”. They were also informed that the County will be in the “green phase” longer than the other phases.

Ms. Denne noted that the Township will open to the public tomorrow by appointment only, and you will also have to fill out a questionnaire before entering. Ms. Denne also noted that there has been no COVID-19 cases at the Township.

Zoning Update – Ms. Denne noted that the County has approved all three RFP’s for the township zoning update. The County had to approve them because the Township received the money through a grant. She also noted that she and Mr. Stackhouse will review the three RFP’s again, and present the Board with a recommendation at the July 9, 2020 Board meeting.

Census Update – Ms. Denne noted that the census has been postponed until October 2020, due to COVID-19, and you can participate by going to 2020census.gov or calling 844-330-2020. She also noted that Caln is currently at 72% participation. She then noted the importance for school and transportation, and the benefit to the community.

Emergency Declaration Extension – For Board consideration, Ms. Denne offered an Emergency Declaration Extension on June 25, 2020 for another thirty (30) days. Ms. Denne noted that you must have a declaration in order to submit for FEMA reimbursement.

Commissioner Mullin entertained a motion to approve an Emergency Declaration Extension on June 25, 2020 for another thirty (30) days. Moved by Commissioner Evans and seconded by Commissioner Kennedy. Vote passed 5-0.

Ordinances and Resolutions for Consideration

Resolution 2020-23 A Resolution Appointing Michele Smith as the Tax Collection Committee (TCC) Second Alternate Voting Delegate – **Commissioner Mullin entertained a motion appointing Michele Smith as the Tax Collection Committee second Alternate Voting Delegate. Moved by Commissioner Kennedy and seconded by Commissioner Tindaro. Vote passed 5-0.**

Resolution 2020-24 A Resolution Appointing Michele Smith as the Township Deputy Treasurer – **Commissioner Mullin entertained a motion to adopt Resolution 2020-24 appointing Michele Smith as the Township Deputy Treasurer. Moved by Commissioner Tindaro and seconded by Commissioner Young. Vote passed 5-0.**

Minutes to Approve/Acknowledge

June 11, 2020 Board of Commissioners Minutes – **Commissioner Mullin entertained a motion to approve the June 11, 2020 Board of Commissioners Minutes. Moved by Commissioner Young and seconded by Commissioner Evans. Vote passed 5-0.**

Acknowledge Receipt of the Approved May 19, 2020 Planning Commission Minutes – **Commissioner Mullin entertained a motion acknowledging the May 19, 2020 Planning Commission Minutes. Moved by Commissioner Tindaro and seconded by Commissioner Evans.**

Directors Reports

Police Chief Elias – Chief Elias noted a few highlights from his May 2020 report, which was previously provided to the Board.

- Drive by requests for birthdays and other celebratory events are being performed
- Traffic crashes are down close to 90%, largely due to the stay at home orders
- Increase in domestic disturbance calls and a slight increase in drug related and mental health calls
- In comparison to May 2019, Part 1 and Part 2 crime down approximately 40%

Chief Elias made a brief statement regarding the Minneapolis incident regarding police reforms.

Chief Elias noted that he was asked by Representative Williams to be a panelist at the Coatesville New Life Church Town Hall on July 1, 2020 at 6:00 PM.

Commissioner Mullin noted that resident Cheryl Spaulding submitted an email stating that some of the “Caln Watch” members stated that one of the important issues they are concerned with is safety.

Commissioner Mullin invited Chief Elias to join the July 8 7:00 PM “Coffee with Commissioners” Town Hall. Chief Elias noted that he will be glad to be a part of it.

Commissioner noted several Officer’s years of service.

- Sergeant Christine Cusick – 21 years of service
- Officer James Shaw – 33 years of service
- Officer Michael Kopil – 4 years of service
- Police Secretary Barry Beach – 43 years of total service

Chief Elias added Officer James Shaw with 33 years of Caln police service, and 9 years at another police department. Chief Elias noted that Officer Shaw is one of the most proactive officers in their department. He also noted that Officer Shaw was the 2019 Police Officer of the year. Commissioner Mullin asked if there will be a ceremony when the “in person” meetings resume. Chief Elias noted that there was a promotion and award ceremony scheduled for April 30 however, due to the pandemic they could not have it and had a virtual ceremony which has been uploaded it to their Face Book page.

WatchGuard Body Cameras – For Board consideration, Chief Elias offered the purchase of eight body cameras, to be shared among their officers. He noted that they will be “lease to own” over four years totaling

\$34,698 with four payments of \$9,495. Chief Elias also noted that these cameras work in conjunction with their in car camera system, and they would possibly like to consider a grant in the future for an additional eight or 10 body cameras.

Commissioner Mullin asked if the camera batteries have longer use than previous batteries. Chief Elias noted that they used to be for approximately eight hours and they are currently for twelve hours. He also noted that they are ordering a few additional batteries.

Commissioner Mullin entertained a motion to approve the police body cameras as stated by Chief Elias. Cheryl Spaulding of 406 Lloyd Avenue made a comment on the motion. Moved by Commissioner Kennedy and seconded by Commissioner Tindaro. Vote passed 5-0.

Director of Building & Life Safety Mr. Stackhouse – Mr. Stackhouse noted a few highlights from his May 2020 report, which was previously provided to the Board.

- Permit, Land Development, and Planning had a huge increase in the last two months.
- Performed Employee fire safety training for Handi-Crafters
- Updating Staff and Public, as often as possible, regarding changing phases

Fire Chief Donnachie – Chief Donnachie noted a few highlights from his May 2020 report, which was previously provided to the Board.

- Incident volume returned to volumes as they were before COVID-19
- Still temporarily not responding with their quick response service to EMS incidents because of COVID-19
- Second fund drive mailing will go to residents and businesses that did not respond to the first mailing
- Engine 38 is expected back from repair in early July
- Rescue 38 was involved in an accident and is currently out for repair. Coatesville fire department loaned them a vehicle to use
- The Social Club is opening however, the Banquet Hall will not be opened, to leave space room for the Social Club

Director of Public Works Mr. Fragale – Mr. Fragale noted a few highlights from his May 2020 report, which was previously provided to the Board.

- Working with Bryan Kulakowsky to finalize the 2020 Road Program
- Working with Contractors for barn roof quotes
- Proceeded with the school house roof

Commissioner Mullin asked if Mr. Fragale thinks the school house roof is a one day job. Mr. Fragale noted that he believes it should only take one day to a day and a half, unless there are structural issues.

Commissioner Mullin asked if tours can be done at the school house, once we move to the “green phase”. Ms. Denne noted that the Historical Commission and Historic Society volunteer to do the tours. She also noted that they would have to be amended tours with the tour guide being the only one inside. Commissioner Evans noted that he does not believe the Historic Society could do the tours because of safety reasons. Ms. Denne noted that the Health Department is asking townships to remind restaurants and bars to abide by the “6 feet” rule.

Commissioner Mullin asked the status of the barn roof. Ms. Denne noted that because of the price, it takes a little longer to do bid specs. Mr. Fragale noted that the company recently took pictures and is getting everything together. Commissioner Evans noted that the electric is not good although there are options to get electric to the outside. Mr. Fragale noted that he will call and get prices tomorrow.

Commissioner Mullin thanked the Public Works Department for putting mulch and flowers at the Caln Township sign at G.O. Carlson and 340. Mr. Fragale noted that they also washed and trimmed the sign in Coatesville, by the Double D Diner and Lloyd Avenue.

Commissioner Mullin asked the status of the bridge going into Coatesville. Ms. Denne noted that she reported it to the State Representative's office. She also noted that it is a PennDot bridge, and they say that the bridge is theirs but the trees are Amtrak. Mr. Fragale noted that he contacted PennDot.

Ingleside Golf Manager Mr. Ward – Mr. Ward noted a few highlights from his May 2020 report, which was previously provided to the Board.

- Moving into the “green phase” they will keep their procedures as they currently are
- \$50,000 to \$60,000 over where they were last year
- Ten new members as of May 1

Commissioner Mullin asked Mr. Ward to work on the list that the golf course committee made, at their last meeting, and reach out to Ms. Swan to see if they could come up with a survey card for the players at the end of each game. Mr. Ward noted that JT is researching online survey cards.

Commissioner Young asked Mr. Ward to clean the sign at North Baily and G.O. Carlson. Mr. Ward noted the seeding was just completed so they will now clean it up.

Finance Department – Mr. Barron

Finance Report – Mr. Barron noted a few highlights from his May 2020 report, which was previously provided to the Board.

- 46% of revenues collected at the end of May
- Real Estate Taxes are still being received
- Trash and Sewer July bills will be mailed next week
- Fire Fund 31% Expenditures and 90% Revenues collected
- General Fund 30% Expenditures collected

Commissioner Evans asked what the 32 fund is for. Ms. Denne noted that it is the open space and recreation where if a developer does not have enough clear footage to make the recreation for their plan they can pay a “fee in lieu” of fee.

Cheryl Spaulding of 406 Lloyd Avenue if the 2019 is audit completed. Mr. Barron noted that they are working on it and it will be completed by August or September. Mr. Barron also noted that the Municipal Authority audit will be completed shortly.

General Checks 45110-45181 and General Manual Checks 131-136 – Commissioner Mullin entertained a motion to approve general checks 45110 to 45181 and general manual checks 131 to 136. Moved by Commissioner Evans and seconded by Commissioner Tindaro. With Commissioner Mullin abstaining from #45164, Vote passed 5-0

Additional Business

Commissioner Evans noted that 21% of the Coatesville Area School District's (CASD) budget goes to two charter schools, approximately \$40 million per year. Ms. Denne, Commissioner Evans, and Commissioner Kennedy noted that the new Superintendent will be coming from a school in New York. Commissioner Kennedy noted that the CASD is offering Cyber School with an incentive of \$1,000 per family, per student. Commissioner Evans noted that at the Katie Muth Town Hall the idea was presented that Charter Schools have the cyber program and CASD pays the same amount for Cyber School as for their in school students. On average of \$13,000 per student.

Public Comments

Mike Bedrick of 1701 Olive Street noted that he heard compliments about Caln Township maintaining their services during COVID-19.

Cheryl Spaulding of 406 Lloyd Avenue asked for an update of the Township Video System. Commissioner Evans noted two Zoom meetings with potential clients. Once it is safe to have them in the building, they will be proceeding. Commissioner Mullin noted the Township will have Zoom meetings even when the regular meeting resume.

Ms. Spaulding asked for an update on the Beaver Run Trail. Ms. Denne noted that there will be meetings with the Brandywine Conservancy in July.

Ms. Spaulding asked for an update on Lloyd Farm. Commissioner Mullin noted that there has been no current contact from the Applicant.

Ms. Spaulding asked for an update on Fisherville Road. Commissioner Mullin noted there is currently no update.

Ms. Spaulding asked for an update on the Lloyd Avenue Bridge. Ms. Denne noted that the paperwork has been submitted, and PennDot will start on the design process.

Ms. Spaulding asked if the Board has considered her previous recommendation to upload the Director Reports to the Caln Township website. Commissioner Mullin noted that those reports are the same information in the minutes, and they would have to redact certain information however, the Board will consider this request. He also noted that "neighborhood watch" is a good information source. Ms. Spaulding stated that members of "Caln Watch" are interested in where certain things in the Township are happening. Ms. Denne noted that Chief Elias has a police department web page which has all that information. She also noted that Chief Elias submits information to ReadyChesco.org, and Ms. Swan at the Township for the Township website.

Mike Bedrick of 1701 Olive Street made a comment on the Township's very good response to COVID-19.

Adjournment

Commissioner Mullin entertained a motion to adjourn the June 25, 2020 meeting at 9:43 PM. Moved by Commissioner Young and seconded by Commissioner Evans. Vote passed 5-0.

Respectfully Submitted by,

Denise Miller
Assistant Township Secretary