

Caln Township Board of Commissioners
253 Municipal Drive
Thorndale, PA 19372
December 1, 2016 7:30 PM

Call to order and pledge of allegiance.

Attendance – Cynthia Eshleman; President, Jennifer Breton; Vice President, Joshua Young; Commissioner, George Chambers; Commissioner, Chuck Wilson; Finance Director, Kristen Denne; Township Manager, Jeffrey W. McClintock, PE, CFM; Township Engineer, and Margaret Driller, Recording Secretary. John Contento; Commissioner (Not Present)

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

Executive Session

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

Caln Presentation

Commissioner Eshleman presented and read a citation thanking Frances Sheehan, Executive Director of Brandywine Health Foundation to recognize her hard work for the township. The township wanted to thank her for all the help she has shown working on various events especially the Strawberry Festival which proceeds helped with funding for our township. She has provided leadership, civic pride and inspiration to the township and we have appreciated all the hard work and dedication she has shown to the community.

Commissioner Eshleman wanted to wish Commissioner Joshua Young a very happy birthday today. A rousing rendition of Happy Birthday was sung by the Commissioners and all the people in the meeting room. We wanted to wish Joshua a very happy birthday with many more to come and to thank him for all the hard work and dedication as being a Commissioner for eleven years for the township.

Citizens to be heard

Commissioner Eshleman called for any Citizens to be heard.

Karen Sefton, 38 Nancy Drive of Wedgewood Estates Condominium Association requested that the Board consider allowing the HOA to pay the residential fee for a variance of \$1500.00 as opposed to the commercial fee of \$3000.00 for their variance request associated with entrance signs for the site. Commissioner Eshleman entertained a motion to approve the request for the application fees to be \$1500.00 for the variance application associated with these new entrance signs to be put into place. Moved by Commissioner Breton and seconded by Commissioner Chambers. Vote passed at 4-0.

Township Manager – Kristen Denne

Ms. Denne spoke in regards to the annual fuel bid results; Mr. McClintock has stated that Mack Services Group was the lowest bidder for the annual fuel bid. The cumulative total of the estimated gallons for Mack Services Group is \$56,197.00 along with an escalator provision. Commissioner Eshleman entertained a motion to accept the bid from Mack Services Group at the unit costs

specified in the bid along with the with the escalator provision included in the contract for the year of 2017. Moved by Commissioner Brenton and seconded by Commissioner Chambers. Vote passed at 4-0.

Ms. Denne gave a brief overview of the Budget meetings over the past several weeks and discussed possible tax increases. Ms. Denne further explained that the majority of our expenses are used for police and police pensions, public works, engineering, administration, finance and services. Real estate taxes and income taxes are the only way our township receives its funding and have held steady over the past several years. Tax increases will make us have a more sustainable general fund budget. A new budget was sent to each of the commissioners for review which discussed the 2017 tax millage reporting. Commission Eshleman entered a motion to advertise for the 2017 proposed budget on December 2, 2016, and to have it approved at the December 15th, 2016 meeting. Moved by Commissioner Brenton and seconded by Commissioner Chambers. Vote passed at 4-0.

Abbie Swan has been hired as our Communications Outreach Officer for the township. She will meet everyone at the December 4th Christmas event. The holiday party will be held at 1 o'clock for all children, with Santa, crafts and a 5 o'clock tree lighting. School house will be open for the public with luminaries.

Rick Jilek who requested our help with his neighbor's dog and complaints that have occurred were discussed at a previous meeting; the township has connected him with the Animal Cruelty and Prevention Unit at the SPCA to help resolve this problem in his development.

A discussion of the meeting dates for 2017 was discussed with a summer months meetings dates to be changed if needed. The first meeting of the month may be reserved for Conditional Use Hearings in the summer months. Commissioner Eshleman entered a motion to advertise our proposed meeting dates for the year of 2017 with a notice that in the summer months the meetings may be changed if they are not needed for that month. Moved by Commissioner Young and seconded by Commissioner Chambers. Vote passed at 4-0.

Township Engineer – Mr. McClintock

In the matter of Minor Subdivision Application, Brandywine Homes 1-3 Fox Avenue Minor SD 2015, Mr. McClintock presented a Motion of Approval for the Board's consideration. The purpose of this proposal is to subdivide the current lot into two lots. Mr. McClintock noted there are eight (8) administrative conditions associated with the proposed motion. Commissioner Eshleman entertained a motion to approve the Minor Subdivision Application for 1-3 Fox Avenue Minor SD 2015 as stated for the Tax Parcel number 39-3M-27. Moved by Commissioner Chambers and seconded by Commission Breton. Vote passed at 4-0.

Engineering

Administration Building Roof and Security Upgrades – Mr. McClintock discussed the project on the Administrative Building's roof and the lowest bidder for this project was Spotts Brothers, Inc. for a total of \$116,792.00, which includes the three bid alternates. The project would replace the flat portion of the roof, re-shingle the roof directly above the meeting room portion of the building, as well as provide for (1) the installation of a wall and secured door in hallway by the restrooms and (2) an internal roof hatch access system. Mr. McClintock noted that action is required tonight given the bids were opened on October 4, 2016 and the Township has 60 days from the date of opening to act, meaning the deadline to act on the bids would be December 3, 2016. Acceptance of this bid in the

amount of \$116,792.00 would be financed thru the general fund and first payment would be due sometime in late January/early February 2017. It was noted that any issues with the roof would be covered for first year under the maintenance bond of the project and the entire roof would be covered for 30 years after completion of the work by the roof's warranty. Commissioner Eshleman entertained a motion to accept the base bid and alternates at the total of \$116,792.00 for the Administrative Building Roof Repairs. Moved by Commissioner Young and seconded by Commissioner Chambers. Vote passed at 4-0.

Uniforms – Mr. McClintock discussed uniforms needed for the Township's Public Works Department. He is looking into options due to the current provider's issues with uniform delivery and maintenance. Both companies he is talking with can supply the same items; however, the Township Solicitor would like to see a lesser term of the contracts. There was mention of reaching out to National Uniforms for a quote. Mr. McClintock noted he will work on the various options and attempt to get a recommendation to Ms. Denne for action at the next meeting.

Automated Red Light Enforcement Grant - Mr. McClintock discussed the Automated Red Light Enforcement Grant, and requested permission to use some of these funds to purchase a new speed trailer. Commissioner Eshleman entertained a motion to approve the purchase order for the speed trailer of \$15,525.00 from All Traffic Solutions, Inc. Moved by Commissioner Young and seconded by Commissioner Chambers. Vote passed at 4-0.

Mr. McClintock also requested permission to use some of these funds to proceed with upgrading the Township's traffic signal controllers to IP addressable controllers with a Linux Operating system. The quote for the purchase and installation of 17 controllers and 17 Ethernet switches and ports totals \$77,775.00. The Township Solicitor stated in a letter dated November 17, 2016 that the township could proceed directly to purchase without going through the public bidding process given the particular type is necessary for use with our existing traffic signal equipment and that necessity allows for the Township to forgo the public bidding process. Commissioner Eshleman entertained a motion to approve the purchase and installation of the 17 controllers at a cost of \$77,775.00. Moved by Commissioner Brenton and seconded by Commissioner Chambers. Vote passed at 4-0.

Hydrant # CT240 – Lynn Blvd and Humpton Road

Mr. McClintock presented an application for public fire hydrant submitted by Pennsylvania American Water related to the installation of the public fire hydrant #CT240 at Lynn Boulevard and Humpton Road. This standard application is required for all new hydrants installed in Pennsylvania American Water's territory. The public fire hydrant would be furnished, installed and inspected and maintained by the Water Company. Commissioner Eshleman entertained a motion to allow the President of the Board to execute the application for fire hydrant #CT240 on Lynn Blvd and Humpton Road. Moved by Commissioner Young and seconded by Commissioner Chambers. Vote passed at 4-0.

The Reeceville Wawa plans have been submitted as noted in Mr. McClintock's Board report. He noted that a hearing date will need to be established within 60 days of the date of application.

Ordinances and Resolutions for Consideration – None this evening

Bill List – General Check's # 39015 -39069, Bond 1164 – Motion to Approve

Commissioner Eshleman entertained a motion to approve checks # 39015 – 39069 and Bond Check 1164. Moved by Commissioner Young and seconded by Commissioner Chambers. Vote passed at 4-0.

Approval of Minutes

October 13, 2016 – Commissioner Eshleman entertained a motion to approve the October 13, 2016 minutes without any changes. Moved by Commissioner Breton and seconded by Commissioner Chambers. Vote passed at 4-0.

Board and Commissions Updates – summary by applicable Board Liaison

Park and Recreation – Two members of the board have resigned and two new members will be needed for the board in 2017. Abbie Swan will help oversee this Board and many fun activities are being planned for the days ahead. An application will need to be filled in to be considered for the board.

COG – Commissioner Young stated that he had attended a meeting of the Western Chester County Council of Governments Emergency Management Group. Our township is part of this regional group with new members to be elected in 2017 for the different townships. Some officers for the townships have resigned and new officers will be installed in 2017.

Municipal Authority – Dogwood – Scott, 4 homes are waiting for easements were discussed.

DARA – 2017 Budget was approved and had a decrease in capital items.

Fire Board – No Report

Planning Commission – will have a meeting on December 20th. The township has a new consultant working on the Comp Plan with the hope of having it completed by the springtime as it was started in 2014. Members have become more responsive to the Comp Plan in the past several weeks.

Historical Commission – has received funds for an intern to scan in our history books. More funding has been received from West Chester University to be used in the future. Historical Society Candlelight Carol Program will be held next Tuesday, December 6, 2016.

Zoning Hearing Board – will have a meeting on Tuesday the 13th of December to hear the Thorndale Volunteer Fire Company Sign Variance application and to render a decision for the Bondsville Road Apartments Special Exception Application.

Public Comments

Commissioner Eshleman asked for public comments no public comments at this time.

Mr. McClintock stated that leaf vacuuming is running behind in the township. There are two separate crews working in the Township and will continue until the Township-wide cleanup portion of the program is completed.

Adjournment

Commissioner entertained a motion to adjourn the December 1, 2016 meeting at 8:10 PM. Moved by Commissioner Young and seconded by Commissioner Brenton. Vote passed at 4-0.

Respectfully Submitted by,

Margaret Driller
Recording Secretary