

Caln Township Board of Commissioners
253 Municipal Drive
Thorndale, PA 19372
September 29, 2016 7:30 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; Chuck Wilson; Finance Director, Jeffrey W. McClintock, PE, CFM; Township Engineer, and Denise Miller Recording Secretary.

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.

Recommendation to hire Township Manager

Commissioner Eshleman entertained a motion to enter into a memorandum of understanding for the hiring of Kristen Denne to begin on October 10, 2016. Moved by Commissioner Contento and seconded by Commissioner Breton. Vote passed 5-0.

Citizens to be heard

Commissioner Eshleman called for any Citizens to be Heard. There were none.

Ordinances and Resolutions for Consideration

Ordinance 2016-04 – For Board consideration, Mrs. Camp offered Ordinance 2016-04. She also noted that tonight’s hearing was advertised in the Daily Local News on September 7 and 14. A copy of the Ordinance was sent to the Daily Local News and the Chester County Law Library on September 7. The Chester County Planning Commission (“CCPD”) cover letter was also received on September 7 in which they pointed out that “retail sales” should be “retail use”. It has already been sent back to the CCPC, and it does not have to be re-advertised if it is announced tonight that at a future date the Board will consider adoption. Mrs. Camp also noted that the Township Planning Commission has made a recommendation to pass this ordinance. Commissioner Eshleman entertained a motion to table the Zoning Amendment for retail use definition until the 2nd meeting in October at 7:30 PM. Moved by Commissioner Contento and seconded by Commissioner Chambers. Vote 5-0.

Resolution 2016-25 – For Board consideration, Mr. Wilson offered Resolution 2016-25 for the 2017 Minimum Municipal Obligation Police Pension Plan. Commissioner Eshleman entertained a motion to pass Resolution 2016-25 for the Minimum Municipal Obligation Police Pension Plan, in the amount of \$721,776.00. Moved by Commissioner Young and seconded by Commissioner Breton. Vote passed 5-0.

Resolution 2016-26 – For Board consideration, Mr. Wilson offered Resolution 2016-26 for the 2017 Minimum Municipal Obligation Non-Uniform Pension Plan, in the amount of \$225,364.00. Commissioner Eshleman entertained a motion to pass Resolution 2016-26 for the Minimum Municipal Obligation Non-Uniform Pension Plan, in the amount of \$225,364.00. Moved by Commissioner Young and seconded by Commissioner Breton. Vote passed 5-0.

Resolution 2016-27 – Commissioner Eshleman gave a brief outline of Resolution 2016-27. Commissioner Eshleman entertained a motion to adopt Resolution 2016-27 Adopting Implementation of the Property Tax

Card Program. Moved by Commissioner Chambers and seconded by Commissioner Young. After Board discussion, Commissioner Eshleman entertained a motion to adopt Resolution 2016-27 Adopting Implementation of the Property Tax Card Program with the following amendments. Bullet point B the word "solely" be deleted and to add a bullet point that the Township shall assist the vendor in marketing and administration of the program. Moved by Commissioner Chambers, and seconded by Commissioner Contento, Vote passed 5-0. Commissioner Eshleman called for a vote on the motion to adopt Resolution 2016-27. Vote passed 5-0.

Resolution 2016-28 – For Board consideration, Mr. McClintock offered Resolution 2016-28. Commissioner Eshleman entertained a motion approving the Act 537 Plan Revision for New Land Development for Arbor Hills. Moved by Commissioner Young and seconded by Commissioner Breton. Vote passed 5-0.

Resolution 2016-29 – For Board consideration, Mr. Wilson offered Resolution 2016-29 approving Fulton Bank Lease-Purchase of a 2016 Ford Police Pick-Up Truck, and a possible trade in to the Fire Department of a 2010 Crown Victoria vehicle. After Board discussion, consensus was to give the 2010 Crown Victoria vehicle to the Fire Department. Commissioner Eshleman entertained a motion approving Resolution 2016-29 regarding a Fulton Bank Lease-Purchase of a 2016 Ford F-150 Pick-Up Truck, in the amount of \$39,805.00. Moved by Commissioner Young and seconded by Commissioner Chambers. Vote passed 5-0.

Resolution 2016-30 – Commissioner Eshleman noted Resolution 2016-30 will be tabled for tonight.

Public Safety

Police Chief Elias – Chief Elias presented his August 2016 report. Chief Elias introduced Mr. Pierson from the Civil Service. Mr. Pierson respectfully requested of the Board of Commissioners to consider a conditional offer of employment offer of employment to Shawn Michael McQuire, date to be determined. Commissioner Eshleman entertained a motion to offer conditional employment to Shawn Michael McQuire, as a police officer. Moved by Commissioner Contento and seconded by Commissioner Chambers. Vote passed 5-0.

Fire Chief Cordisco – Chief Cordisco presented his August 2016 report.

Ray Stackhouse; Director of Buildings & Life Safety – Mr. Stackhouse was not present.

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.

Bill List - General 38600-38734, voided check 38615 and Bond checks 1157-1159 – Commissioner Eshleman made a motion to approve checks 38600-38734 and Bond checks 1157-1159. Moved by Commissioner Breton and seconded by Commissioner Chambers. Commissioner Young abstained to check #38683, Commissioner Contento abstained to check #38682, and Commissioner Chambers abstained to check #38662. Vote passed 5-0.

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

Kings Grant Partial Dedication – Mr. McClintock noted that the partial dedication has been delayed due to discrepancies on where the dedication language ended.

Report Chart Review – Mr. McClintock noted that there are no items needing Board action tonight.

Engineering

Municipal Drive at Windsor – Mr. McClintock discussed a small sidewalk extension project at the Windsor Lane/Township Drive to be constructed by the township employees. The Board did not object to the Public Works crew performing the work once the proper notification to the property owner is made.

G.O. Carlson Boulevard at Beaver Run Knoll – Mr. McClintock noted a letter received August 19 from the Beaver Run Home Owners regarding a project to do their sidewalk. He noted he does not recall conservation regarding such a project. The Board inquired on the cost of the project. Mr. McClintock noted he did not put a price together because prices fluctuate if it's in house or out of house. A job of this magnitude he would not suggest that the work is done in house. He also noted that they only have 100-200 feet of forms so they could only do 200 feet at a time, so it could take significantly longer than if a contractor did the work. He asked the Board if this is something they would like to think about, he could work up some prices for the 2017 budget. Mr. McClintock also noted that there has been \$25,000 set up in an escrow account from Columbia Gas when they did a gas line through there. Commissioner Eshleman asked Mr. McClintock to reach out to Ms. Burton, on the Board's behalf, and see where she heard about a sidewalk project. Commissioner Young also noted he would speak to someone he knows in the development. Mr. McClintock noted that he will reach out to the HOA regarding this issue.

PAW Paving Project, Barley Sheaf Farms, Edge Lane, and Sylvan Drive – Mr. McClintock noted that the Barley Sheaf Farms neighborhood and the western edge of Edge Lane has been completed. He also noted that during a meeting today it was explained that Sylvan Drive will be paved as soon as the culvert is completed.

Sylvan Drive Culvert Replacement Project Status – Mr. McClintock noted the culvert has been installed and they are currently doing restoration work.

2016 Caln Township Pavement Overlay Project – Mr. McClintock offered a Bond Fund Project for Board consideration. Commissioner Eshleman entertained a motion for the Charlestown Paving and Excavating Inc. bid of \$164,616.35. Moved by Commissioner Contento and seconded by Commissioner Breton. Vote passed 5-0.

US 322 Traffic Signal ARLE Project – Mr. McClintock offered an ARLE Grant Scope change consisting of the upgrade of the Township's traffic signal controllers to IP addressable controllers with an Linux Operating Systems (an item suggested by Mr. Lutz of PennDOT), the purchase of a speed display trailer for use by our Township Police Department, and the upgrade of our traffic signal controller system in the municipal building to accommodate video from the ITS cameras (an item that was removed from our previous ARLE grant project due to the cost). After Board discussion, the 2 trailers will be further discussed at the next meeting, and no action was taken on the other two items.

2016 Administration Building Roof Project Status – Mr. McClintock noted bids for the roof project are due next Tuesday.

Line Painting – Mr. McClintock noted intersections and crosswalks for line painting. North Bailey/Kings Highway, G.O. Carlson/Barley Sheaf, Barley Sheaf/Hoskins, G.O. Carlson/North Barley, G.O. Carlson/Municipal, Humpton/North Bailey, Barley Sheaf/Kings Highway, Giant Shopping Center/ Lincoln Highway, Caln Elementary School, Lincoln Highway/Thorndale Shopping Center, and South Bailey at the train station. He noted that it is getting later in the year and we may have missed the window of time due to weather constraints to complete any line painting work. After Board discussion and Commissioner Eshleman's request to put flashing lights at the Giant crosswalk. Commissioner Eshleman entertained a motion of a not to exceed price of \$2,000.00 for sidewalk crosswalks to be done. Moved by Commissioner Contento and seconded by Commissioner Chambers. Vote 5-0.

Public Works Items

Road Work Update – Mr. McClintock noted they are preparing for Moore Road paving.

Vegetation Management/Equipment Update – Mr. McClintock noted they were using the boom mower 7 hours a day and it has now been returned. Discussion was held on buying a boom mower/snow thrower versus renting one. Discussion was also held on the money from the crane truck sale. Mr. McClintock noted he will work with Mr. Wilson and present a recommendation to the Board at the next meeting. No action was taken.

Other

Griffith Farm Lease – Mr. McClintock requested permission to proceed in speaking with Mr. Smoker. Board consensus approval was given.

Farm House and Barn Roof Replacement– Mr. McClintock noted he would like to review his options with the Engineer who has already submitted a price to prepare the plans and specifications.

Municibid items – Mr. McClintock requested permission to accept the bids of the 7 items that were put out to bid and sold thru Municibid. Commissioner Eshleman entertained a motion to approve the bids from Municibid of \$60,357.00, for the sale of 7 pieces of Township Equipment. Moved by Commissioner Contento and seconded by Commissioner Chambers. Vote 5-0.

Mr. McClintock requested permission to reimburse the state \$9,662.64. This is the amount owed back to the recycling program, as it is the pro rata share of the cost of the vehicle provided by the grant program. Commissioner Eshleman entertained a motion to approve the payment of \$9,662.64 to the Commonwealth of Pennsylvania to reimburse the recycling program. Moved by Commissioner Chambers and seconded by Commissioner Contento. Vote passed 5-0.

Data Archiving – Mr. McClintock noted that after meeting with docSTAR corporate and having a web-based demonstration for the Township Directors and himself, he recommends that the Board authorize staff to proceed with finalizing the agreement with docSTAR and prepare a final version to be executed by the Board President conditioned upon the agreement language being satisfactory by the Township Solicitor. After Board discussion, Commissioner Eshleman entertained a motion to approve the eclipse docSTAR contract for 60 months with the initial payment cost of \$7,450.42 with the additional 4 years being at the price of \$3,171.42. This contract is contingent on the contract being approved by the Township Solicitor. Moved by Commissioner Young and seconded by Commissioner Contento. Vote passed 5-0.

Additional Business

Commissioner Eshleman noted that when you enter Foundry Street you loop around but instead residents are going across Foundry Street and entering Brook Lane where the road is not wide enough for vehicles to pass. Commissioner Eshleman asked Mr. McClintock to go out and inspect the area for proper signage. Mr. McClintock noted that the ordinance shows that portion of Foundry Street as two way traffic.

Commissioner Eshleman asked the Chief if he knows where the Township could get signs that show “we support the Caln Township Police Department”. The Chief replied that he will do research on the signs.

Public Comments

Commissioner Eshleman asked for public comments. There were none.

Adjournment

Commissioner entertained a motion to adjourn the September 29, 2016 meeting at 10:10 PM. Moved by Commissioner Young and seconded by Commissioner Brenton. Vote passed 5-0.

Respectfully Submitted by,

Denise Miller,
Recording Secretary