

**EAST CALN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

BOARD OF SUPERVISORS RE-ORGANIZATION MEETING MINUTES  
JANUARY 7, 2019

The Organizational Meeting of the East Caln Township Board of Supervisors was called to order at 1:30 p.m. on Monday, January 7, 2019.

Those present were:

Charles A. DeLone  
Donald P. Ash  
Joel F. Swisher (absent)  
Barbara M. Kelly

**ELECTIONS:**

Resolution 2019-01 - It is hereby resolved, that **Charles A. DeLone** be elected Chairman of the Board of Supervisors for the Year 2019.

Resolution 2019-02 - It is hereby resolved, that **Donald P. Ash** be elected 1st Vice-Chairman of the Board of Supervisors for the Year 2019.

Resolution 2019-03 It is hereby resolved, that **Joel F. Swisher** be elected 2<sup>nd</sup> Vice Chairman of the Board of Supervisors for the Year 2019.

On a motion by Ash, second by DeLone, Resolutions 2019-01 through 2019-03 were unanimously adopted.

**APPOINTMENTS:**

Resolution 2019-04 - It is hereby resolved, that **Barbara M. Kelly** be appointed Manager/Secretary of East Caln Township for the Year 2019.

Resolution 2019-05 - It is hereby resolved that **Rose L. Werner** be appointed Treasurer and Assistant Secretary of East Caln Township for the Year 2019.

Resolution 2019-06 - It is hereby resolved that the firm of **Unruh, Turner, Burke & Frees**, be appointed Township Solicitor for East Caln Township for the Year 2019 with lead counsel being **Andy D.H. Rau, Esq.** with compensation as set in the rate schedule provided annually.

Resolution 2019-07 - It is hereby resolved that the firm of **Joseph A. Ryan Associates**, be appointed alternate Township Solicitor for East Caln Township for the Year 2019 with compensation as set in the rate schedule provided annually.

Resolution 2019-08 - It is hereby resolved that the firm of **Buckley, Brion, McGuire, Morris, LLC** be appointed as Township Solicitor for East Caln Township for the Year 2019 with **Kristen Camp, Esq.** being counsel to assist with delinquent sewer accounts and/or liens with compensation as set in the rate schedule provided annually.

Resolution 2019-09 - It is hereby resolved, that the firm of **Boucher and James, Inc .**, be appointed Township Engineer for East Caln Township for the Year 2019 with rate of compensation as set in the rate schedule provided annually.

Resolution 2019-10 - It is hereby resolved, that the firm **Pennoni Associates** be appointed as alternate Township Engineer, Traffic Engineer, and Bridge Engineer for East Caln Township for the Year 2019 with rate of compensation as set in the rate schedule provided annually.

Resolution 2019-11 - It is hereby resolved, that the firm **E B Walsh Associates** be appointed as sewer compliance engineer for Act 537, Chapter 94, and MS4 requirements for East Caln Township for the Year 2019 with rate of compensation as set in the rate schedule provided annually.

Resolution 2019-12 - It is hereby resolved, that **Joseph A. Ryan** be appointed as the Chairman of the Vacancy Board for 2019.

Resolution 2019-13 - It is hereby resolved, that **Dave Bolger**, be re-appointed to a four (4) Year term as a member of the Township Planning Commission.

Resolution 2019-14 - It is hereby resolved, that **John Cardwell**, be re-appointed to a four (4) Year term as a member of the Township Planning Commission.

Resolution 2019-15 - It is hereby resolved, that **Kevin Holleran** be appointed to a five (5) Year term as a member of the Township Zoning Hearing Board.

Resolution 2019-16 - It is hereby resolved, that **Robert Gibson** be appointed to a five (5) Year term as an alternate member of the Township Zoning Hearing Board.

Resolution 2019-17- It is hereby resolved, that **John H. Kiefel, Esq.** be appointed as solicitor for the Township Zoning Hearing Board with compensation as set in the rate schedule provided annually.

Resolution 2019-18- It is hereby resolved, that **Barbara M. Kelly** be appointed Road Master of East Caln Township for the Year 2019 with compensation to be included in the salary as Township Manager.

Resolution 2019-19 - It is resolved, that **Barbara Kelly** be appointed Zoning Officer with compensation included in the salary as Township Manager.

Resolution 2019-20 - It is resolved that **Dave Jones of the firm of Boucher and James, Inc.** be appointed Assistant Zoning Officer with compensation as set in the fee schedule provided annually.

Resolution 2019-21 - It is resolved, that **David Jones of the firm of Boucher and James, Inc.** be appointed Flood Plain Administrator with compensation as set in the fee schedule provided annually.

Resolution 2019-22 - It is resolved, that **Christopher Obenchain** be appointed as Fire Marshal, Building Codes Official and Emergency Management Coordinator of East Caln Township for the Year 2019.

Resolution 2019-23 - It is hereby resolved, that **DNB 1st, Meridian Bank , WSFS, First Resource Bank , Citadel, and the Pennsylvania Local Government Investment Trust** be appointed depositories for East Caln for the Year 2019.

Resolution 2019-24 - It is hereby resolved that **Charles DeLone** is appointed as East Caln Township's representative on the Downingtown Area Recreation Consortium Board of Directors.

Resolution 2019-25- It is hereby resolved that **Amy Kelly** is hereby appointed to serve as East Caln's representative on the Downingtown Library Board.

Resolution 2019-26 - It is hereby resolved that the firm of **Barbacane Thornton, Certified Public Accountants** , is appointed to perform the audit of the Township's 2017 financial records and to prepare the Annual Audit and Financial Report.

Resolution 2019-27 It is hereby resolved that **H. A. Berkheimer, Inc.** is appointed as the tax collector for all Real Estate taxes due to the Township.

Resolution 2019- 28 It is hereby resolved that **Rose L. Werner**, is appointed as deputy the tax collector for all Real Estate taxes due to the Township.

Resolution 2019-29 It is hereby resolved that the **2019 Fee Schedule** for costs affiliated with the permit, land development, subdivision, zoning, and administrative fees are as presented in the attached fee schedule.

On a motion by DeLone, second by Ash, Resolutions 2019-04 through 2019-29 were unanimously adopted.

#### **OTHER ANNUAL RESOLUTIONS:**

Resolution 2019- 30- It is hereby resolved, **Joel F. Swisher, Charles A. DeLone and Barbara M. Kelly** shall represent East Caln Township as delegates to the 2019 State Convention of the Pennsylvania State Association of Township Supervisors scheduled for April, 2019 in Hershey, PA. The voting delegate for the Township shall be **Barbara M. Kelly**.

Resolution 2019-31 - It is hereby resolved that the Downingtown Fire, Ambulance, Minquas Advanced Life Support will provide emergency services for East Caln Township during the Year 2019. The Downingtown Police Department shall provide police protection for the established Police Protection Districts and the remainder of the Township.

Resolution 2019-32 It is hereby resolved that each member of the East Caln Township Zoning Hearing Board shall be compensated \$40 for each application for a public hearing, pursuant to Article 800 of the East Caln Township Zoning Ordinance, whenever they are in attendance for such public hearing.

Resolution 2019 -33 It is hereby resolved that each member of the East Caln Township Planning Commission shall be compensated \$40 for each meeting of the Planning Commission attended.

Resolution 2019- 34 - It is hereby resolved that the Township appoint, **Thomas Jacoby** , to the Downingtown Area Regional Authority Board of Directors shall be compensated \$40 for each meeting of the Board attended.

Resolution 2019-35 It is hereby resolved that the Township shall reimburse to employees mileage for use of personal vehicles in accordance with the amount set by the IRS.

Resolution 2019 -36- It is hereby resolved that the 2019 East Caln Township office Holidays shall be:

Jan 1, 2019 - New Year's Day	Jan 15 - MLK Day	
Feb. 19 - President's Day	Mar 30 - Good Friday	May 28 -
Memorial Day	July 4/5 Independence Day	Sept. 3 -
Labor Day	Oct 8- Columbus Day	
Nov 12 - Veteran's Day	Nov. 22 -Thanksgiving Day	
Nov. 23 - Floating Holiday	Dec. 24 - Floating Day	
Dec. 25 Holiday		

Resolution 2019-37 It is hereby adopted establishing rules and regulations in order to conduct public meetings in an orderly manner and to provide public participation in such meetings, including the operation of all recording equipment, as follows

WHEREAS, the East Caln Township Board of Supervisors hold public meetings to conduct the business of the Township, and

WHEREAS, the Board of Supervisors will comply with the "Sunshine Act," Act of July 3, 1986, P.L. 388, No. 84 65 P.S. 271 et seq., an amended, by providing a reasonable opportunity at each public meeting for residents and/or taxpayers of East Caln Township to comment on matters of concern, official actions or deliberation which are or may be before the Board.

THEREFORE BE IT RESOLVED, by the Board of Supervisors of East Caln Township, in order to conduct all public meetings in an orderly manner and to provide for public participation in such meetings, to establish public meeting rules and regulations as follows:

1. There will be placed at the beginning of the agenda for each public meeting a time for residents and/or taxpayers of the Township to comment on matters of concern, official actions or deliberation which are or may be before the Board of Supervisors. Such time on the agenda shall be titled "Persons Wishing to be Heard". The following guidelines are established for this portion of the public meeting:

a) Residents and/or taxpayers shall comment only after being recognized by the chairman conducting the meeting, and

b) Residents and/or taxpayers of the Township shall announce their name and address prior to addressing the Board of Supervisors, and

c) The chairman may rule out-of-order scandalous, impertinent, and redundant comments, or comments the discernible purpose or effect of which is to disrupt the proceedings of the meeting.

d) The chairman may allocate available time among individuals wishing to comment.

2. At the discretion of the chairman conducting the meeting, residents and/or taxpayers of the Township may comment on issues being discussed during the meeting other than during "Persons Wishing to be Heard".

3. Residents and/or taxpayers may use audio or stenographic recorders to record all or any portion of the meeting. Said recorders shall be operated from the area set aside for general public seating and may not be placed on the Board of Supervisors table without prior consent of the chair conducting the meeting.

4. Video recorders may be used to record all or any portion of a public meeting. The operator of the recorder shall remain seated in the area set aside for the general public or stand in the rear of the room behind the general public seating area so as to not interfere in any way with the activities of the Board of Supervisors or the ability of the general public to observe the Board.

5. Any resident and/or taxpayer proposing to operate recording equipment at a public meeting shall make a general announcement, prior to the operation of recording equipment, that the meeting shall be so recorded.

On a motion by Ash, second by DeLone, Resolutions 2019-30 through 2019-37 were unanimously adopted.

Respectfully Submitted

Barbara M. Kelly  
Manager/Secretary