

**EAST CALN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

BOARD OF SUPERVISORS RE-ORGANIZATION MEETING MINUTES  
JANUARY 3, 2022

The Organizational Meeting of the East Caln Township Board of Supervisors was called to order at 1:30 p.m. on Monday, January 3, 2022.

Those present were:

Charles A. DeLone  
Donald P. Ash  
Bruce Taylor  
Barbara M. Kelly

First order of business: Administration of Oath of Office for Bruce Taylor, who was re-elected as Supervisor.

BOARD OF SUPERVISORS RECOMMENDED RESOLUTIONS – JANUARY 3, 2022

**ELECTIONS-RESOLUTIONS**

Resolution 2022-01 - It is hereby resolved, that **Donald P. Ash** to be elected Chairman of the Board of Supervisors for the Year 2022.

Resolution 2022-02 - It is hereby resolved, that **Bruce Taylor** be elected 1st Vice-Chairman of the Board of Supervisors for the Year 2022.

Resolution 2022-03 It is hereby resolved, that **Charles A. DeLone**, be elected 2<sup>nd</sup> Vice Chairman of the Board of Supervisors for the Year 2022.

On a motion by DeLone, second by Ash, Resolutions 2022-01 through 2022-03 were unanimously adopted.

**APPOINTMENTS:**

Resolution 2022-04 - It is hereby resolved, that **Barbara M. Kelly** be appointed Manager/Secretary of East Caln Township for the Year 2022.

Resolution 2022-05 - It is hereby resolved that **Megan Cadreau** be appointed Treasurer and Assistant Secretary of East Caln Township for the Year 2022.

Resolution 2022-06 - It is hereby resolved that the firm of **Unruh, Turner, Burke & Frees**, be appointed Township Solicitor for East Caln Township for the Year 2022 with lead counsel being **Andy D.H. Rau, Esq.** with compensation as set in the rate schedule provided annually.

Resolution 2022-07 - It is hereby resolved that the firm of **Joseph A. Ryan Associates**, be appointed alternate Township Solicitor for East Caln Township for the Year 2022 with compensation as set in the rate schedule provided annually.

Resolution 2022-08 - 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 2022 with **Kristen Camp, Esq.** being counsel the to assist with delinquent sewer accounts and/or liens with compensation as set in the rate schedule provided annually.

Resolution 2022-09 - It is hereby resolved, that the firm of **Pennoni Associates Inc.**, be appointed Township Engineer for East Caln Township for the Year 2022 with rate of compensation as set in the rate schedule provided annually.

Resolution 2022-10 - 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 2022 with rate of compensation as set in the rate schedule provided annually.

Resolution 2022-11 – It is hereby resolved, that **Joseph A. Ryan** be appointed as the Chairman of the Vacancy Board for 2022.

Resolution 2022-12 - It is hereby resolved, that **Gary Sheridan**, be re-appointed to a four (4) Year term as a member of the Township Planning Commission.

Resolution 2022-13 - It is hereby resolved, that **Ryan Marshall**, be appointed to a four (4) year term as a member of the Township Planning Commission.

Resolution 2022-14- 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 2022-15- It is hereby resolved, that **Barbara M. Kelly** be appointed Road Master of East Caln Township for the Year 2022 with compensation to be included in the salary as Township Manager.

Resolution 2022-16 - It is resolved, that **Michael O'Brien** be appointed Zoning Officer.

Resolution 2022-17 - It is resolved that **Jack Robinson of the firm of JMR Engineering** be appointed Assistant Zoning Officer with compensation as set in the fee schedule provided annually.

Resolution 2022-18 - It is resolved, that **Michael O' Brien** be appointed Flood Plain Administrator.

Resolution 2022-19 - 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 2022.

Resolution 2022-20 - It is hereby resolved, that **S&T Bank, WSFS, First Resource Bank, Fulton Bank and the Pennsylvania Local Government Investment Trust** be appointed depositories for East Caln for the Year 2022.

Resolution 2022-21 - It is hereby resolved that **Don Ash** is appointed as East Caln Township's representative on the Downingtown Area Recreation Consortium Board of Directors.

Resolution 2022-22- It is hereby resolved that **Amy Kelly** is hereby appointed to serve as East Caln's representative on the Downingtown Library Board.

Resolution 2022-23 - It is hereby resolved that the firm of **Barbacane Thornton, Certified Public Accountants**, is appointed to perform the audit of the Township's 2021 financial records and to prepare the Annual Audit and Financial Report.

Resolution 2022-24 It is hereby resolved that **Chester County Treasurer's Office** is appointed as the tax collector for all Real Estate taxes due to the Township.

Resolution 2022- 25 It is hereby resolved that **Megan Cadreau** is appointed as deputy the tax collector for all Real Estate taxes due to the Township.

Resolution 2022-26 - It is hereby resolved that **Michael O'Brien** is appointed as the Right to Know officer.

Resolution 2022-27 It is hereby resolved that the **2022 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 Taylor, second by DeLone, Resolutions 2022-04 through 2022-27 were unanimously adopted.

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

Resolution 2022-28 It is hereby resolved, **Donald P. Ash, Charles A. DeLone, Bruce Taylor, Megan Cadreau and Barbara M. Kelly** shall represent East Caln Township as delegates to the 2022 State Convention of the Pennsylvania State Association of Township Supervisors scheduled for April, 2022 in Hershey, PA. The voting delegate for the Township shall be **Barbara M. Kelly**.

Resolution 2022-29 - It is hereby resolved that the Downingtown Fire, Ambulance, Minquas Advanced Life Support will provide emergency services for East Caln Township during the Year 2022. The Downingtown Police Department shall provide police protection for the established Police Protection Districts and the remainder of the Township.

Resolution 2022-30 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 2022 -31 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 2022- 32 – 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 2022-33 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 2022 -34- It is hereby resolved that the 2022 East Caln Township office Holidays shall be:

|                               |                            |
|-------------------------------|----------------------------|
| Dec 30, 2021 - New Year's Day | Jan 17 - MLK Day           |
| Feb. 21 - President's Day     | Apr 15 - Good Friday       |
| May 17 – Primary Election     | May 30- Memorial Day       |
| June 20 – Juneteenth          | July 4 - Independence Day  |
| Sept. 5- Labor Day            | Oct 101 – Columbus Day     |
| Nov 8 – Election Day          | Nov 11 - Veteran's Day     |
| Nov. 24-Thanksgiving Day      | Nov. 25 - Floating Holiday |
| Dec. 23 – Floating Day        | Dec. 26 Holiday            |
| Dec. 30 New Year's Eve        | Jan 2 New Year's 2023      |

Resolution 2022-35 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 Taylor, second by DeLone, Resolutions 2022-28 through 2022-35 were unanimously approved.

Respectfully Submitted,

Barbara M. Kelly  
Manager/Secretary

**EAST CALN TOWNSHIP**

**CHESTER COUNTY, PENNSYLVANIA**

**BOARD OF SUPERVISORS MEETING MINUTES JANUARY 3, 2022**

The regular meeting of the East Caln Township Board of Supervisors was called to order at 1:40 PM on January 3, 2022 by Chairman Ash.

Those present were: Donald P. Ash, Chairman  
Bruce Taylor 1<sup>st</sup> Vice Chairman  
Charles A. DeLone, 2<sup>nd</sup> Vice Chairman  
Barbara M. Kelly, Mgr./Secretary

**MINUTES OF THE PREVIOUS MEETING** – On a motion by Taylor, second by DeLone, the Board unanimously approved the minutes of the December 15, 2021 regular meeting as presented.

**PUBLIC HEARINGS** – Ordinance 2022-01 Verizon Franchise Agreement to renew the Franchise Contract. The Ordinance was duly advertised in the Daily Local News for a hearing on the Ordinance. The Board was unclear as to the end result of the renewal. The proposed adoption was tabled till the next meeting.

**PERSONS WISHING TO BE HEARD** - None

**STANDING REPORTS**

**a) TREASURER’S REPORT** – No Report

**b) POLICE REPORTS** – Chief Holland and Lt. Powell were both present. They stated that they are still not back in their Downingtown offices due to the IDA flooding. Chief said they are still recruiting officers.

**c) CORRESPONDENCE** – The Senior Center newsletter was distributed to the Board.

**d) PLANNING COMMISSION** – Inge Forlenza will be returning to the Commission in February.

**e) CONSORTIUM** – No Report

**f) DOWNINGTOWN AREA RECREATION CONSORTIUM –**  
Nicole, the executive director for DARC is working on spring event schedules. One of the events will be soccer shots for the kids. They will utilize a portion of the East Caln Park.

**g) FIRE REPORTS –** No Report

**h) CODES / FIRE MARSHAL –** Obenchain was present and discussed the permits being sought and the developments that are progressing in the Township.

**i) ZONING OFFICER –** The zoning officer was not available to attend however the Lebeau Gardens agreement has not been signed. They requested more time to remove the mulch from the site. The mulch operations are to cease operations and remove the piles of existing mulch.

**j) ZONING HEARING BOARD –** No Report

## **OLD BUSINESS**

### **LAND DEVELOPMENT**

- a)** Artisan Clovermill Project – 700 Clovermill Rd.  
The solicitor is preparing the land development decision and conditions for the January 19<sup>th</sup> meeting.
- b)** 323 W. Uwchlan Ave – A request for an escrow release was received and reviewed by Mike Schneider, PE of Pennoni. The review letter dated 12/27/2021 stated what work was completed in the amount of \$16,614, 23. The Board on a motion by DeLone, second by Taylor unanimously approved the escrow release
- c)** Kart 1004 S. Chestnut Street – A request for an escrow release was received and reviewed by Mike Schneider, PE of Pennoni. The review letter dated 12/27/2021 stated what work was completed in the amount of \$148,225.15. The Board on a motion by Taylor, second by DeLone, unanimously approved the escrow release.

### **GENERAL GOVERNMENT**

- a)** Verizon Franchise Renewal – No action was taken.



- b) Park Maintenance – Tri County completed the hardscaping work around the park clock.

### **HIGHWAYS**

- a) Maintenance – Leaves were cleared from storm drains and also areas along Whitford Hills Rd. Storm grate was repaired on Wetherburn Drive.
- b) Skelp Level Bridge – The plans are being finalized and utility coordination is being completed. Dan Daley, PE is reviewing the sewer plans and detours.
- c) Boot Rd Bridge & Improvements – No Report

### **HEALTH & SANITATION**

- a) DARA – The manager reported that a meeting was held via zoom with the managers and Herb to discuss the expansion time frame. All has been delayed due to IDA. The plant had significant damage and repairs were completed and all is up and running. Herb stated that the Townships will be receiving monies back from DARA’s insurance claim. The group stated that it would be okay to have the monies shown as a credit on our upcoming invoices, Herb asked when the group will have their 537 plans completed. It seems the consensus was June 2022. Then it must go to DEP for review and consideration...
- b) Sewer Flows – No report
- c) Individual meters – All meters operating properly.
- d) Parke Run Interceptor –. The solicitor has the final documents for review.

### **NEW BUSINESS**

#### **LAND DEVELOPMENT**

- a) Lot 19 at Trestle Bridge Sketch plan – After the Planning Commissions review. The manager was to review the file. Even though the plan was recorded in 1999 there have been no extensions filed or any work

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started. Therefore a new plan would need to be submitted.

**GENERAL GOVERNMENT**

a) Special Events Ordinance and the R-2 Zoning Amendment were both on a motion by Taylor, second by Ash, and unanimously authorized to be advertised for adoption for the January 19<sup>th</sup> meeting.

**HIGHWAYS**

a) All of the paving was completed on Webb Rd, and Norwood Rd. Some small areas need to be corrected. There is an 18 month maintenance bond on the work.

**HEALTH & Sanitation** No Report

**BILLS**

a) **Authorization for payment of expenditures**

On a motion by DeLone, second by Taylor, the expenditures were unanimously approved for payments as listed.

December 27, 2021

| <b>EXPENDITURES BY FUND</b> | <b>BILLS</b>     | <b>PAYROLL</b>   | <b>TOTALS</b>     |
|-----------------------------|------------------|------------------|-------------------|
| 01- GENERAL FUND            | 62,685.39        | 15,106.71        | 77,792.10         |
| 08- SEWER REVENUE           | 2,687.95         |                  | 2,687.95          |
| 30- CAPITAL RESERVE         | 8,154.00         |                  | 8,154.00          |
| 31- SEWER RESERVE           | 1,224.00         |                  | 1,224.00          |
| 41- ESCROW                  | 15,081.75        |                  | 15,081.75         |
| <b>TOTAL</b>                | <b>89,833.09</b> | <b>15,106.71</b> | <b>104,939.80</b> |

**PERSONS WISHING TO BE HEARD/PUBLIC COMMENT**

a) None

**The Board set the next meeting for January 19, 2022 at 1:30 PM . This will be a zoom meeting.**

**ADJOURNEMENT**

On a motion by Taylor, second by DeLone, the Board unanimously adjourned the meeting at 3:00 PM.

Respectfully submitted,

By: Barbara M. Kelly, Secretary

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