

**EAST CALN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

BOARD OF SUPERVISORS RE-ORGANIZATION MEETING MINUTES
JANUARY 4, 2021

The Organizational Meeting of the East Caln Township Board of Supervisors was called to order at 1:30 p.m. on Monday, January 4, 2021.

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 will fill the unexpired term of Joel Swisher as Supervisor.

BOARD OF SUPERVISORS RECOMMENDED RESOLUTIONS - JANUARY 4, 2021

ELECTIONS:

Resolution 2021-01 - It is hereby resolved, that **Charles A. DeLone** be elected Chairman of the Board of Supervisors for the Year 2021.

Resolution 2021-02 - It is hereby resolved, that **Donald P. Ash** be elected 1st Vice-Chairman of the Board of Supervisors for the Year 2021.

Resolution 2021-03 It is hereby resolved, that **Bruce Taylor**, be elected 2nd Vice Chairman of the Board of Supervisors for the Year 2021.

On a motion by Ash, second by DeLone, Resolutions 2021-01 through 2021-03 were unanimously adopted.

APPOINTMENTS:

Resolution 2021-04 - It is hereby resolved, that **Barbara M. Kelly** be appointed Manager/Secretary of East Caln Township for the Year 2021.

Resolution 2021-05 - It is hereby resolved that **Megan Cadreau** be appointed Treasurer and Assistant Secretary of East Caln Township for the Year 2021.

Resolution 2021-06 - It is hereby resolved that the firm of **Unruh, Turner, Burke & Frees**, be appointed Township Solicitor for East Caln Township for the Year 2021 with lead counsel being **Andy D.H. Rau, Esq.** with compensation as set in the rate schedule provided annually.

Resolution 2021-07 - It is hereby resolved that the firm of **Joseph A. Ryan Associates**, be appointed alternate Township Solicitor for East Caln Township for the Year 2021 with compensation as set in the rate schedule provided annually.

Resolution 2021-08 - 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 2021 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 2021-09 - It is hereby resolved, that the firm of **Pennoni Associates Inc.**, be appointed Township Engineer for East Caln Township for the Year 2021 with rate of compensation as set in the rate schedule provided annually.

Resolution 2021-10 - 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 2021 with rate of compensation as set in the rate schedule provided annually.

Resolution 2021-11 - It is hereby resolved, that **Joseph A. Ryan** be appointed as the Chairman of the Vacancy Board for 2021.

Resolution 2021-12 - It is hereby resolved, that **Steve Pizzi**, be re-appointed to a four (4) Year term as a member of the Township Planning Commission.

Resolution 2021-13 - It is hereby resolved, that **Ryan Marshall**, be appointed to fill the unexpired term of Bruce Taylor as a member of the Township Planning Commission.

Resolution 2021-14- 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 2021-15- It is hereby resolved, that **Barbara M. Kelly** be appointed Road Master of East Caln Township for the Year 2021 with compensation to be included in the salary as Township Manager.

Resolution 2021-16 - It is resolved, that **Barbara Kelly** be appointed Zoning Officer with compensation included in the salary as Township Manager.

Resolution 2021-17 - It is resolved that **Jack Robinson of the firm of JMR Engineering** be appointed Interim Assistant Zoning Officer with compensation as set in the fee schedule provided annually with **Michael O'Brien** being appointed as Administrative Zoning assistant.

Resolution 2021-18 - It is resolved, that **Jack Robinson of the firm of JMR Engineering** be appointed Flood Plain Administrator with compensation as set in the fee schedule provided annually.

Resolution 2021-19 - 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 2021.

Resolution 2021-20 - 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 2021.

Resolution 2021-21 - 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 2021-22- It is hereby resolved that **Amy Kelly** is hereby appointed to serve as East Caln's representative on the Downingtown Library Board.

Resolution 2021-23 - It is hereby resolved that the firm of **Barbacane Thornton, Certified Public Accountants** , is appointed to perform the audit of the Township's 2019 financial records and to prepare the Annual Audit and Financial Report.

Resolution 2021-24 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 2021- 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 2021-26 - It is hereby resolved that **Michael O'Brien** is appointed as the Right to Know officer.

Resolution 2021-27 It is hereby resolved that the **2021 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 Ash, second by Taylor, Resolutions 2021-04 through 2021-27 were unanimously adopted.

OTHER ANNUAL RESOLUTIONS:

Resolution 2021-28 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 2021 State Convention of the Pennsylvania State Association of Township Supervisors scheduled for April, 2021 in Hershey, PA. The voting delegate for the Township shall be **Barbara M. Kelly**.

Resolution 2021-29 - It is hereby resolved that the Downingtown Fire, Ambulance, Minquas Advanced Life Support will provide emergency services for East Caln Township during the Year 2021. The Downingtown Police Department shall provide police protection for the established Police Protection Districts and the remainder of the Township.

Resolution 2021-30 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 2021 -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 2021- 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 2021-33It 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 2021 -34- It is hereby resolved that the 2021 East Caln Township office Holidays shall be:

Jan 1, 2021 - New Year's Day	Jan 18 - MLK Day	
Feb. 15 - President's Day	Apr 2 - Good Friday	May 18 -
Primary Election	May 31- Memorial Day	
July 5 - Independence Day	Sept. 6- Labor Day	Oct
11 - Columbus Day	Nov 2 - Election Day	Nov
11 - Veteran's Day	Nov. 25-Thanksgiving Day	
Nov. 26 - Floating Holiday	Dec. 24 - Floating Day	
Dec. 27 Holiday	Dec. 31 New Year's Eve	

Resolution 2021-35 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 Ash, second by DeLone, Resolutions 2021-28 through 2021-35 were unanimously approved.

Respectfully Submitted,

Barbara M. Kelly
Manager/Secretary