

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS  
MEETING MINUTES**

**NOVEMBER 8, 2016**

The Caernarvon Township Board of Supervisors held their Monthly Meeting on November 8, 2016 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, pursuant to notice according to law.

**ATTENDING OFFICIALS**

Allen Styer, III, Chairman; Jack Hess, Supervisor; Scott Moyer, Supervisor; Sandra Styer, Supervisor; Paul L. Whiteman, Jr., Supervisor; John Scalia, Chief of Police; Beckie Smith and Bill Witman, Witman Engineers & Consultants, Engineer; Eric Brown, Siana Bellwoar McAndrew, LLP, Solicitor; Keith McGowan, Maintenance Foreman; John Griesemer, Treasurer; Randall Miller, Township Administrator/Secretary.

**CALL TO ORDER**

Chairman Allen Styer called the meeting to order at 7:30 PM. This was followed by the Pledge of Allegiance.

**COMMENTS FROM THE ASSEMBLY**

Hanna Holland and Jen Leary from the Summer Camp were present to discuss continuing the camp program next year. They presented cost-cutting ideas and other ways to ensure the camp is self-funding. The Supervisors and Treasurer Jack Griesemer discussed revenues for camp. After these discussions, the Supervisors agreed to consider keep the Summer Camp in the 2017 Budget.

**CORRESPONDENCE**

A letter discussing the SUNOCO pipeline was received. No action was taken.

**MINUTES OF THE PREVIOUS MEETING**

A. Sandy Styer made a motion to accept the minutes of the October 11, 2016 Board of Supervisors Regular Meeting. Scott Moyer seconded the motion. The motion carried unanimously.

B. Sandy Styer made a motion to accept the minutes of the October 25, 2016 Board of Supervisors Workshop Meeting. Paul Whiteman seconded the motion. The motion carried unanimously.

**TREASURERS REPORT**

The Supervisors reviewed the Treasurer's Report for October. Paul Whiteman made a motion to approve the Treasurer's monthly report for the period ending October 31, 2016. Sandy Styer seconded the motion. The motion carried unanimously.

## **EXPENSE LIST**

The Supervisors reviewed the November Bill List. Sandy Styer made a motion to ratify the paid bills and approve the bill list dated November 8, 2016 of \$113,397.30 from the General Fund; \$4,524.69 from the Street Light Fund; \$98,382.34 from the Liquid Fuels Fund; and \$1,961.68 from the Accrual Fund. Paul Whiteman seconded the motion. The motion carried unanimously.

## **BUSINESS**

A. Solicitor Eric Brown discussed with the Supervisors the updated Blighted Property Ordinance, and noted that it was advertised. Paul Whiteman made a motion to adapt Ordinance 283, the Blighted Property Ordinance in the form presented. Jack Hess seconded the motion. The motion carried unanimously.

Solicitor Brown noted that it would be appropriate to appoint the Blighted Property Enforcement Officer. The Supervisors agreed that it should be the same as for codes. Sandy Styer made a motion to appoint Great Valley Consultants (GVC) as Blighted Property Enforcement Officer. Paul Whiteman seconded the motion. The motion carried unanimously.

B. Secretary Miller noted that the meeting dates for 2017 are ready to be advertised. The Supervisors made one change, that being the Regular Meeting ate for June was moved to the Second Monday, to allow the Supervisors to attend the first night of the Carnival. Sandy Styer made a motion to advertise the 2017 Meeting dates as amended. Paul Whiteman seconded the motion. The motion carried unanimously.

C. Solicitor Eric Brown noted that it would be appropriate to advertise for the appointment of the Auditors. Sandy Styer made a motion to advertise the appointment of the Auditors to audit the books for calendar year 2016. Jack Hess seconded the motion. The motion carried unanimously.

## **TOWNSHIP REPORTS**

A. Administrator Randall Miller noted the 2017 Budget worksheets have been distributed.

B. The Maintenance Department Report for October was received. Foreman McGowan requested the purchase of RC-250 (road oil). Sandy Styer made a motion to purchase approximately 1,000 gallons of RC-250 at \$4.25 a gallon. Paul Whiteman seconded the motion. The motion carried unanimously. Additionally he noted repairs were made to the Valley Road and Main Street Traffic Light.

C. There was nothing discussed.

D. The SEO Report for October was received.

E. The Library Report for September was received. It was noted that the 10' x 30' canopy has been placed in the Township's Hotdog Stand.

F. The Tax Collector's Report for October was received with \$17,577.29 still outstanding.

G. The Police report for October was received. Chief John Scalia asked about adding

**Page 3 of 4 Pages November 8, 2016**  
**Board of Supervisors Minutes**

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replacement AEDs to the 2017 budget. The allocation would be \$13,000 to replace or \$300 a month to have a company monitor all the Township's AEDs. This was added to the list of items for the 2017 budget.

H. The Zoning and Code Enforcement Officer report for October was received. It was noted that there are Zoning Hearing Board denied the variance request for XTL. Solicitor Brown noted that he was informed they would likely seek an appeal.

I. There was no Fire Company report.

J. The EMA report for October was received.

K. There was nothing from the Parks and Recreation Board.

L. The Planning Commission met on October 27, 2106. Their draft minutes were reviewed. Additionally the Planning Commission forwarded two waiver recommendations to the Board. The Supervisors reviewed the recommendations and took the following action:

1. Sandy Styer made a motion to approve a waiver to Section 301.6.a of the SALDO to allow a scale other than 1"=50'. Paul Whiteman seconded the motion. The motion carried unanimously.
2. Paul Whiteman made a motion to approve a waiver to Section 403 of the SALDO, to allow a Preliminary/Final LDP submittal. Sandy Styer seconded the motion. The motion carried unanimously.

M. Beckie Smith, along with Engineer Bill Witman, discussed the October report. The Supervisors question Engineer Witman on several issues:

1. The calculations for the 2016 roadwork and the change order. The Supervisors had concern of being billed extra fees for changes that should have been correct to begin with. Engineer Witman noted he would check the costs, and issue a refund to the Township.

The Supervisors also want to have the Roadmaster and Foreman more involved in the process for road projects. This can be accomplished; however, some input will be required by the Engineer.

2. Additionally, the issues with line painting were discussed. The Supervisors agreed to no longer make use of the contractor that provided service this year.
3. Engineer Witman was asked to provide added information on the scope of work on the Morgan Way Bridge. Specifically, what portion of the work can be accomplished by the Township's Maintenance Department.

N. Solicitor Eric Brown requested an executive session.

**EXECUTIVE SESSION**

The Supervisors recessed into Executive Session at 8:39 p.m. Chairman Allen Styer called the meeting back to order at 9:04 p.m., summarizing that the session was to discuss a personnel issue.

**SUPERVISORS COMMENTS**

The Supervisor agreed to address the 2017 Budget at their Workshop Meeting in two weeks.

The Supervisors discussed with Treasurer Jack Griesemer, and agreed to transfer funds to the Accrual Fund for Snow Storm reserves for salt purchases. Paul Whiteman made a motion to transfer \$25,000 to the Accrual Fund for salt purchase reserve. Sandy Styer seconded the motion. The motion carried unanimously.

Paul Whiteman also wondered about having a future decorating competition.

Mazzie Holland noted that there were four members of the Parks and Rec Board in attendance.

**ADJOURNMENT**

Paul Whiteman made a motion to adjourn the meeting. Sandy Styer seconded the motion. The motion carried unanimously. Meeting adjourned at 9:21 p.m.

Respectfully Submitted,

Randall P. Miller  
Township Secretary