

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

JANUARY 10, 2017

The Caernarvon Township Board of Supervisors held their Monthly Meeting on January 10, 2017 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; Scott Moyer, Supervisor; Sandra Styer, Supervisor; Paul L. Whiteman, Jr., Supervisor; John Scalia, Chief of Police; Ryan Rhode, Great Valley Consultants, Engineer; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; John Griesemer, Treasurer; Keith McGowan, Maintenance Foreman; Randall Miller, Township Administrator/Secretary.

CALL TO ORDER

Chairman Allen Styer called the meeting to order at 7:40 PM. This was followed by the Pledge of Allegiance.

Chairman Allen Styer announced that there was an Executives Session held at 7:00 pm to discuss personnel issues.

COMMENTS FROM THE ASSEMBLY

There were no comments from those assembled.

MINUTES OF THE PREVIOUS MEETING

A. Sandy Styer made a motion to accept the minutes of the December 10, 2016 Board of Supervisors Special Meeting. Paul Whiteman seconded the motion. The motion carried unanimously.

B. Sandy Styer made a motion to accept the minutes of the December 13, 2016 Board of Supervisors Meeting. Paul Whiteman seconded the motion. The motion carried unanimously.

TREASURERS REPORT

The Supervisors reviewed the End-of-Year Treasurer's Report for December. Revenues for the year totaled \$2,405,076.05 and expenditures totaled \$2,374,443.57. After a brief discussion, Sandy Styer made a motion to accept the Treasurer's monthly report for the period ending December 31, 2016. Paul Whiteman seconded the motion. The motion carried unanimously.

EXPENSE LIST

The Supervisors reviewed the bill list for January. Following this, Sandy Styer made a motion to approve the bill list for January 10, 2017 and to pay the bills in the amount of \$49,808.22

from the General Fund; and \$4,577.09 from the Street Light Fund. Paul Whiteman seconded the motion. The motion carried unanimously.

BUSINESS

A. Secretary Miller noted the 2017 IRS recommended mileage rate has decreased to \$0.535 per mile, and introduced amended Resolution 2016-06a. Paul Whiteman made a motion to adopt Resolution 2016-06a, amending the mileage reimbursement to \$0.535 per mile. Sandy Styer seconded the motion. The motion carried unanimously.

B. The Supervisors reviewed the Child Rearing Leave Policy. Sandy Styer made a motion to approve the Child Rearing Leave Policy. Paul Whiteman seconded the motion. The motion carried unanimously.

C. The Supervisors noted the Police Contract is agreed to by both the Bargaining Unit and the Township. Paul Whiteman made a motion to approve the Caernarvon Township Police Officer five-year contract (2017 – 2021). Sandy Styer seconded the motion. The motion carried unanimously.

TOWNSHIP REPORTS

A. Administrator Randall Miller noted that he met with Bill Witman to discuss turning over all work that was the Township's property. Bill Witman submitted a Work Authorization Form and rate schedule for the work to be accomplished. The Supervisors felt that the Township has already paid for the work, and should receive any outstanding, Township related papers at no charge. Solicitor Eric Brown will look into this.

D. Secretary Miller noted the Township has received an annual contract for services to be provided by the Berks County Conservation District for all stormwater related reviews and permitting. Sandy Styer made a motion to approve the contract and authorized the signing of the same. Paul Whiteman seconded the motion. The motion carried unanimously.

Secretary Miller noted the Elected Auditors met last Wednesday, January 4, 2017.

B. The Maintenance Department Report for December was received. Foreman Keith McGowan noted work needed to be done on Truck #2's snow plow. Additionally, the diesel fuel pump at the fueling depot is not working. He has contacted the repair service to evaluate the problem. He is requesting permission to proceed with repairs, totally about \$2,800.00. Sandy Styer made a motion to approve the diesel pump repair for a cost not-to-exceed of \$3,000.00. Paul Whiteman seconded the motion. The motion carried unanimously.

C. The SEO Report for December was received.

D. The Library Report for December was received.

E. The Tax Collector's Report for December was received. Additionally, the Tax Collector submitted a yearend report. Outstanding, unpaid property taxes, \$17,534.59, have been sent to the Tax Claims Bureau. Deanea Vivola, Tax Collector, announced that she will be retiring after the end of her term, and will not seek re-election. The Supervisors thanked her for her service.

F. The December Police report for Caernarvon Township was received.

G. The Zoning and Code Enforcement Officer report for December was received.

H. There was no Fire Company report.

I. The December EMA reports were received.

J. Secretary Miller noted that the Parks and Recreation Board did not meet in December.

K. Secretary Miller stated that the Planning Commission met in December, and their draft minutes are attached for review. Additionally, they forwarded recommendations to the Board of Supervisors for action:

1. Heritage Equipment – The Planning Commission recommended the Board of Supervisors grant waivers to SALDO Section 301.6, allowing a scale of 1" = 50'; SALDO Section 4030, allowing a Preliminary/Final submittal; SALDO Section 513.1, allowing the property to remain monumented as it is currently; and Ordinance #229, waiving Act 167 Stormwater Plan. Additionally a deferral of SALDO Section 502.15, allowing the installation of sidewalks to be deferred, and placed a note on the LDP. Finally, they recommended granting approval of the Preliminary/Final LDP, contingent on all outstanding comments from the Engineer, and Planner being addressed.

Sandy Styer made a motion approve the recommendations of waivers and deferral forwarded by the Planning Commission, and to approve the Heritage Equipment Preliminary/Final Land Development Plan contingent on the execution of the agreement in the form presented. Paul Whiteman seconded the motion. The motion carried unanimously.

2. Ben's Masonry – The Planning Commission recommended the Board of Supervisors grant a waiver to SALDO Section 513.1, allowing the property to remain monumented as it is currently. Additionally, deferrals of SALDO Section 502.7, and 502.15, allowing the installation of curbs sidewalks to be deferred, and placing of the notes on the LDP. Finally, they recommended granting approval of the Preliminary/Final LDP, contingent on all outstanding comments from the Engineer, and Planner being addressed.

Sandy Styer made a motion approve the recommendations of waiver and deferrals forwarded by the Planning Commission, and approve the Ben's Masonry Preliminary/Final Land Development Plan contingent on the execution of the agreement in the form presented. Paul Whiteman seconded the motion. The motion carried unanimously.

L. The Supervisors reviewed the Report of the Engineer, Bill Witman. Additionally, Ryan Rhode of Great Valley Consultants was introduced. He noted that a Highway Occupancy Permit (HOP) has been issued to Kidjoy for work in Thousand Oaks Blvd.

It was also noted that a demolition permit has been issued for the house on the corner of Main Street and Morgantown Road. It is expected that the building will be razed by spring.

M. Solicitor Eric Brown noted that bidding thresholds have been raised to \$10,700.00 for three quotes and to \$19,700.00 for drafting of bid specifications and sealed bidding. He noted an Executive Sessions was needed.

EXECUTIVE SESSION

The Supervisors recessed to Executive Session at 8:08 p.m. Chairman Allen Styer called the meeting back to order at 8:37 p.m. summarizing that the session was to discuss personnel issues.

SUPERVISORS COMMENTS

There were no further comments.

ADJOURNMENT

Paul Whiteman made a motion to adjourn the meeting. Sandy Styer seconded the motion. The motion carried unanimously. The meeting adjourned at 8:38 pm.

Respectfully Submitted,

Randall P. Miller
Township Secretary