

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

MARCH 28, 2017

The Caernarvon Township Board of Supervisors held their Monthly Meeting on March 28, 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; Jack Hess, Supervisor; Sandra Styer, Supervisor; Paul L. Whiteman, Jr., Supervisor; Ryan Rhode, Great Valley Consultants, Engineer; Terry Naugle, Great Valley Consultants, Zoning Officer; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Keith McGowan, Maintenance Foreman; Randall Miller, Township Administrator/Secretary.

CALL TO ORDER

Chairman Allen Styer called the meeting to order at 7:00 PM. This was followed by the Pledge of Allegiance.

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 February 14, 2017 Board of Supervisors Reorganization Meeting. Jack Hess seconded the motion. The motion carried unanimously.

B. Sandy Styer made a motion to accept the minutes of the February 28, 2017 Board of Supervisors Meeting, as amended. Jack Hess seconded the motion. The motion carried unanimously.

TREASURERS REPORT

The Supervisors reviewed the Treasurer's Report for February. The Supervisors inquired if the Treasurer, John Griesemer had any issues; Secretary Miller noted none. Sandy Styer made a motion to accept the Treasurer's monthly report for the period ending February 28, 2017. Paul Whiteman seconded the motion. The motion carried unanimously.

EXPENSE LIST

A. Secretary Miller noted that since the Regular Meeting was canceled due to snow, he amended the March 14, 2017 Bill List. Several of the bills were paid, and marked as such on the Bill List; additionally, some others were added. The Supervisors reviewed the bill list for March.

28, 2017. Following this, Paul Whiteman made a motion to ratify the paid bills and approve the bill list for March 28, 2017 and to pay the bills in the amount of \$103,838.13 from the General Fund; \$4,577.99 from the Street Light Fund; and \$3,750.00 from the Accrual Fund. Sandy Styer seconded the motion. The motion carried unanimously.

BUSINESS

A. Solicitor Eric Brown indicated the Ordinance to amend the Police Pension Plan to add provisions for the D.R.O.P. has been advertised. Paul Whiteman made a motion to adopt Ordinance 284. Sandy Styer seconded the motion. The motion carried unanimously.

B. Solicitor Eric Brown indicated the Ordinance to amend the Zoning Ordinance, and create a conditional use in the C-3 zoning district to allow a building height of 150 feet, has been reviewed by the Caernarvon and the Berks County Planning Commissions. Changes per their respective recommendations have been made to the Draft Ordinance. The Township is prepared to advertise the Ordinance for passage. Sandy Styer made a motion to advertise the Draft Amendment to the Zoning Ordinance for a public hearing at the Supervisors Workshop meeting on April 25, 2017. Jack Hess seconded the motion. The motion carried unanimously.

C. Secretary Miller and Solicitor Brown noted the Mini Cell Tower Draft needs to have some re-work after receiving recommendation from the Berks County Planning Commission. Solicitor Brown will review their notes, make the changes, and send the draft back to the Supervisors for review.

TOWNSHIP REPORTS

A. Secretary Miller gave his report. He noted the Township implemented a Snow Emergency on March 13, and asked the Supervisors to approve the Emergency Proclamation. Paul Whiteman made a motion to ratify Proclamation 2017-01 enacting a snow emergency on March 13, 2017. Jack Hess seconded the motion. The motion carried unanimously.

Secretary Miller noted that the Liquid Fuels payments for 2017 have been deposited into the Township Liquid Fuels Fund.

Secretary Miller discussed the phone system recommendation from Edge Insights. The Township could save about \$250.00 a month once the new system is installed and changed over to the new vendor. Paul Whiteman made a motion to accept the recommendation of Edge Insights and change to Ironton Telephone. Sandy Styer seconded the motion. The motion carried unanimously.

Secretary Miller noted there will be a road closure on Chestnut Hill Road at the bridge crossing interstate 176. The bridge is being replaced. A local detour will be in place during the work.

B. The Maintenance Department Report for February was received. Foreman Keith McGowan noted there are several overhead street signs at intersection in need of replacement. C. M. High will be replacing them as part of their maintenance on traffic lights. Keith asked for funds to pay for the new signs. Paul Whiteman made a motion to purchase the overhead street signs for \$1,800.00. Sandy Styer seconded the motion. The motion carried unanimously.

Keith noted the new truck is ready for pickup. Secretary Miller noted an authorized signature is required. Sandy Styer made a motion to approve Resolution 2017-15 naming Keith McGowan as Authorized Signer for the purchase of the 2017 Chevrolet 3500. Paul Whiteman seconded the motion. The motion carried unanimously.

Foreman McGowan asked about spring road inspection and the Supervisors agreed to have road inspection at 5:00 p.m. on Tuesday April 5, 2017.

C. The SEO Report for February was received.

D. The Library Report for February was received. Additionally, Nora Seidel, Liaison, submitted a written report. The Library has requested the addition of a person to the Board, and Secretary Miller presented Resolution 2017-14 appointing Caernarvon Township Residents Kade Elliot to a term that expires January 1, 2018. Sandy Styer made a motion to adopt Resolution 2017-14 appointing Kade Elliot as Library Board Member. Jack Hess seconded the motion. The motion carried unanimously.

E. The Tax Collector's Report for February was received.

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

G. The Zoning and Code Enforcement Officer report for February was received. Terry Naugle addressed a question about the accessibility audit. In addition, there was a question about the remaining debris at the corner property. Mr. Naugle will contact the contractor.

H. There was no Fire Company Report. Supervisor Paul Whiteman discussed the attempt to create the Friends of the Fire Company, a citizen's community group to help with fundraising.

I. The February EMA reports were received.

J. Secretary Miller noted that the Parks and Recreation Board met in February, and the Supervisors reviewed their draft minutes.

K. Secretary Miller stated that the Planning Commission met in February and forwarded recommendation on the draft ordinance changes, previously discussed under business.

L. The Supervisors reviewed the Report of the Engineer, Ryan Rhode of Great Valley Consultants. He noted that Shed's Unlimited has now put a Letter of Credit on file with the Township.

M. Solicitor Eric Brown gave his report. He noted that Shed's Unlimited has submitted the required Letter of Credit, and executed the required documentation. He asked the Board to approve. Sandy Styer made a motion to approve the Financial Security Agreement with Shed's Unlimited in the form presented. Jack Hess seconded the motion. The motion carried unanimously. Sandy Styer then made a motion to approve the Storm Water Agreement with Shed's Unlimited in the form presented. Paul Whiteman seconded the motion. The motion carried unanimously.

He noted an Executive Sessions was needed.

EXECUTIVE SESSION

The Supervisors recessed to Executive Session at 7:37 p.m. Chairman Allen Styer called the meeting back to order at 7:53 p.m. summarizing that the executive session was to discuss personnel issues and litigation. No action was taken.

SUPERVISORS COMMENTS

The Supervisors discussed the use of engine retarding devices (commonly referred to as “Jake” Brake ¹). A complaint had been received about their usage by truck drivers. The Supervisors agreed it is likely an isolated issue, and felt that it is a safety feature on trucks. Additionally, Engineer Ryan Rhode noted there is a procedure to apply for an exemption. Penn DOT makes those decisions. The Supervisors took no action.

The Supervisors also discussed the Fuel Depot with Foreman Keith McGowan. The switch and relay issues have been corrected. Keith noted that there are likely other issues that will need to be addressed. The Supervisors asked him to review along with the solicitor.

There were no further comments.

ADJOURNMENT

Sandy Styer made a motion to adjourn the meeting. Paul Whiteman seconded the motion. The motion carried unanimously. The meeting adjourned at 8:09 pm.

Respectfully Submitted,

Randall P. Miller
Township Secretary