

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

FEBRUARY 23, 2016

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on February 23, 2016 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, pursuant to notice according to law. This meeting includes items from the February Regular Meeting canceled due to snow.

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, Witman Engineers & Consultants, Engineer; Eric Brown, Siana Bellwoar McAndrew, LLP, Solicitor; Keith McGowan, Maintenance Foreman; Randall Miller, Township Administrator/Secretary.

CALL TO ORDER

Chairman Allen Styer called the meeting to order at 7:32 PM. This was followed by the Pledge of Allegiance.

COMMENTS FROM THE ASSEMBLY

There were no comments from those in attendance.

CORRESPONDENCE

Secretary Miller noted there were two items of correspondence; the Berks County Redevelopment Authority Annual Report, and a notice of the Annual Municipal Officials Dinner on March 31, 2016. No action was taken on either item.

MINUTES OF THE PREVIOUS MEETING

A. Scott Moyer made a motion to accept the minutes of the January 4, 2016 Board of Supervisors Re-Organization Meeting. Paul Whiteman seconded the motion. The motion carried unanimously.

B. Scott Moyer made a motion to accept the minutes of the January 12, 2016 Board of Supervisors Regular Meeting. Sandy Styer seconded the motion. The motion carried unanimously.

TREASURERS REPORT

The Supervisors reviewed the Treasurer's Report for January. After a brief discussion, Sandy Styer made a motion to accept the Treasurer's monthly report for the period ending January 31, 2016. Scott Moyer seconded the motion. The motion carried unanimously.

The Supervisors asked about the negative line items on the Accrual Fund report. They would like the Treasurer to rebalance the Fund.

EXPENSE LIST

The Supervisors then reviewed the bill list for February. Following this, Scott Moyer made a motion to ratify the paid bills for bill list dated February 9, 2016 of \$70,468.56 from the General Fund; and \$4,631.99 from the Street Light Fund. Jack Hess seconded the motion. The motion carried unanimously.

Paul Whiteman made a motion to pay the Accrual Fund bills in the amount of \$2,700.00. Sandy Styer seconded the motion. The motion carried unanimously.

BUSINESS

A. Secretary Miller noted the 2016 annual agreement with Siana Bellwoar and McAndrew was received. Solicitor Eric Brown briefly discussed the agreement. Sandy Styer made a motion to approve the Agreement with Sian Bellwoar and McAndrew LLP. Jack Hess seconded the motion. The motion carried unanimously.

B. Secretary Miller noted there were additions to the Special Fire Police list, and Resolution 2016-12 has been amended. Paul Whiteman made a motion to Resolution 2016-12a to amend the list of Special Fire Police. Sandy Styer seconded the motion. The motion carried unanimously.

C. Solicitor Eric Brown discussed the changes to the volunteer background checks. He researched the changes in the state law, and prepared a Resolution for the Supervisors to review. The Supervisors discussed the provisions in the Township procedure for background checks, and noted the importance. Additionally, they had concern about the carnival employees and having the vendor provide proof of clearances for the carnival employees. Following these discussions, Scott Moyer made a motion to adopt Resolution 2016-16 for Volunteer Background Check Procedures. Sandy Styer seconded the motion. The motion carried with four Supervisors in favor, and Supervisor Whiteman opposed, having requested added time for review.

D. Secretary Miller noted that a State of Emergency was enacted for the snowstorm. Has asked the Supervisors to ratify the Proclamation enacting the State of Emergency. Paul Whiteman made a motion to ratify Proclamation 2106-01 for the State of Snow Emergency for January 22, 2016 to January 24, 2016. Sandy Styer seconded the motion. The motion carried unanimously.

E. The Supervisors reviewed a complaint about a snowplow driver. They took no action.

TOWNSHIP REPORTS

A. Administrator Randall Miller noted that the Elected Auditors met Tuesday, January 5, 2016. Additionally, he noted the MS-965 Liquid Fuels Report for 2015 is complete. Sandy Styer made a motion to approve the 2015 Liquid Fuels, MS-965 Annual Completion Report. Jack Hess seconded the motion. The motion carried unanimously.

The Supervisors then discussed possible changes to the Personnel Manual on the topic of Holidays. The Keith McGowan, Maintenance Foreman, noted that during the winter, two holidays possibly conflict with snow plowing. He would prefer to have two floating holidays instead. The Supervisors asked Secretary Miller to forward to them the verbiage of the Personnel Manual and a recommended change.

Secretary Miller noted that Denise Delp requested and address change for her location on

Main Street. She is renting an apartment to her daughter, and requests a separate address for the mail delivery. Sandy Styer made a motion to add address 3804A Main Street. Scott Moyer seconded the motion. The motion carried unanimously.

B. The Maintenance Department Report for January was received. Foreman McGowan also noted issues with plowing on St. Thomas Drive near McDonalds. The Supervisors agreed that it is the responsibility of the Mall owner to ensure it is plowed. Since the Holiday Inn is the only facility there, they have agreed to plow the road and access to the hotel; however, their hired contractor was over-whelmed by the amount of snowfall, and fell behind. Secretary Miller noted he has given an addition contractor's name to the Holiday Inn Maintenance Director for future snow events.

Keith also discussed issues with residents and businesses, especially the Industrial Park, plowing their parking lots and driveways onto public streets. The Supervisors agreed that this should not be occurring.

He also discussed stormwater runoff from the properties near Mrs. Smith's Pies. The water running into the state highway is not making it into the catch basin located there. Penn DOT needs to grade the curb-line to keep the water directed to the basin.

Keith also noted that crews have been out to survey the Mill Road Bridge. The expectation is that a replacement is being scheduled for the near future.

The Supervisor discussed the barricades at the end of Walnut Street. Foreman McGowan recommended they be removed to allow the fire department access to the fire hydrant and stand-pipe, and the Supervisors agreed.

C. Supervisor Paul Whiteman discussed the Carnival. He noted that contracts have been received for the fireworks and entertainment. Sandy Styer made a motion to execute the contract with International Fireworks and make a 50% down payment of \$2,500.00. Jack Hess seconded the motion. The motion carried unanimously.

Following this, Sandy Styer made a motion to execute the contract with ToneSinger Promotions and make a down payment of \$200.00. Jack Hess seconded the motion. The motion carried unanimously.

D. The SEO Report for January was received.

E. The Library Report for December was received. The Supervisors asked for a Certificate to celebrate the Library's 50th anniversary be prepared.

F. The Tax Collector's Report for January was received

G. The Police report for Caernarvon Township was received. Police Liaison Scott Moyer noted he had interviewed a person for a part-time police officer. Scott Moyer made a motion to hire Jebiz Anderson as a Pert-Time Police Officer at the rate of \$22.00 per hour. Paul Whiteman seconded the motion. The motion carried unanimously.

H. The Zoning and Code Enforcement Officer report for January was received.

I. There was no Fire Company report.

J. The January EMA reports were received.

K. Secretary Miller noted that the Parks and Recreation Board met in January; their draft minutes were submitted. Additionally, the volunteer list was forwarded for the Easter Egg Hunt.

L. Secretary Miller noted that the Planning Commission met in January. They forwarded recommendations for the Supervisors to review:

1. Sheds Unlimited – A deferral of the Land Development Plan (LDP) for the Sheds Unlimited development while they proceed with building permit applications for their Phase 1 building construction. Solicitor Eric Brown discussed the agreement he drafted for this request, and noted concerns of the engineer and planer had been incorporated. Chris Weiser, Weiser Engineering, noted the owner had no objections to the agreement. Sandy Styer made a motion to approve the recommendation of the Planning Commission for requested deferral of the Land Development Plan (LDP) and have the agreement executed as discussed by the Solicitor. Scott Moyer seconded the motion. At this point, Solicitor Brown asked for an executive session. The Supervisors recessed into an executive session at 9:02 p.m.

At 9:13 p.m., Chairman Styer called the meeting to order, stating the executive session was for legal advice. No further discussion was held on the motion, and Chairman Styer called for the question. The motion carried unanimously.

2. Kidjoy Project of Iron Mountains – Recommendations for Waivers, a deferral, and relief as follows:

- a. A Waiver of Section 301.6.a of the SALDO to allow a scale other than 1"=50';
- b. A Waiver of Section 513.1 of the SALDO to allow monuments as are currently installed;
- c. A Deferral of section 502.15 of the SALDO for sidewalks;
- d. Relief from Ordinance 168 (driveways) Section 111.a.1.

Solicitor Eric Brown noted that he will prepare an agreement for the deferral of the sidewalks that will be recorded with the LDP. Following discussion:

Sandy Styer made a motion to approve the recommendation of the Planning Commission and grant the waivers of Section 301.6.a of the SALDO to allow a scale other than 1"=50', and Section 513.1 of the SALDO to allow monuments as are currently installed. Paul Whiteman seconded the motion. The motion carried unanimously.

Sandy Styer made a motion to approve the recommendation of the Planning Commission and grant the deferral of section 502.15 of the SALDO for sidewalks, and have the Solicitor prepare an agreement for inclusion with the LDP. Paul Whiteman seconded the motion. The motion carried unanimously.

Sandy Styer made a motion to approve the recommendation of the Planning Commission and grant relief from Ordinance 168 (driveways) Section 111.a.1. Paul Whiteman seconded the motion. The motion carried unanimously.

3. Morgan Crossings, Mavis Tire – Recommendations for waivers, as follows:

- a. A Waiver of Section 403 of the SALDO to allow the LDP to be submitted as Preliminary/Final;
- b. A Waiver of Act 167 Stormwater Section 303.H to allow Tee Joints, Elbows, and Wyes.

Sandy Styer made a motion to approve the recommendations of the Planning Commission and grant the waivers of Section 403 of the SALDO to allow the LDP to be submitted as Preliminary/Final, and Act 167 Stormwater Section 303.H to allow Tee Joints,

Elbows, and Wyes. Jack Hess seconded the motion. The motion carried unanimously.

M. Beckie Smith reported for the Engineer Bill Witman. Supervisor Scott Moyer requested a report on the results of a paving inspection for the tar and chip work.

N. Solicitor Eric Brown had nothing additional for the meeting.

SUPERVISORS COMMENTS

The Supervisors thanked the maintenance department for an outstanding job handling the snowstorm.

Keith McGowan asked the Supervisors to look at their calendars for possible dates to complete road inspection.

ADJOURNMENT

Sandy Styer made a motion to adjourn the meeting. Paul Whiteman seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Randall P. Miller
Township Secretary