

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS  
MEETING MINUTES**

**JANUARY 23, 2018**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on January 23, 2018 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; Jeffery Vickers, Supervisor; Paul L. Whiteman, Jr., Supervisor; John Scalia, Chief of Police; 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**

A. Daniel Wodnick of 4 Lemontree Drive re-stated his opposition to the development of the airport into a distribution center.

B. Brian Licitra, resident at 22 Oxford Drive asked if there were any updates on the proposed development at the airport. Supervisor Paul Whiteman noted the Township Board of Supervisors amended the Zoning Ordinance. He also noted that the developers have protected their interests by seeking relief from the zoning change by filing an appeal. It was also noted by the Board of Supervisors that the entire Zoning Ordinance was to be reviewed by the Planning Commission, and any recommended changes would be forwarded to the Board for review and possible passage.

C. Daniel Wodnick asked where a distribution center would be acceptable in the Township. It was noted that it is a use by right in the C-3 and I-2 zoning districts.

D. Howard Moss, 6 Oxford Drive, asked how the Supervisors view a trucking/distribution center. The Supervisors answered they do not have an issue with such use if placed in the correct zoning district, such as the C-3 or I-2 where it is a use permitted by right; however, as proposed for the IOP district, they do not feel it is an appropriate location due to many issues such as truck access to highways, and proximity to residential homes.

**BUSINESS**

A. Secretary Miller noted that the Wexford Court LDP is ready for recording; however, it need to be re-affirmed by the Board. Paul Whiteman made a motion to re-affirm the Wexford Court LDP. Sandy Styer seconded the motion, the motion. The motion carried unanimously.

B. Secretary Miller stated that the agreements for the MAA and Soccer are ready for

approval. The Supervisors want to review them for the next meeting.

C. The Supervisors discussed with Maintenance Foreman Keith McGowan the instances of encroachments in the Township ROW along streets in the Pennwood development. There continues to be numerous tress in the ROW, along with basketball hoops and other encroachments such as decorative walls. Mr. McGowan continues to be concerned about damage to Township equipment should the encroachments come into contact with the equipment. The Supervisors asked Solicitor Brown to draft letters for these encroachments and possibly prepare agreements for the future handling should an issue arise with the same.

D. Secretary Miller noted there is a ZHB meeting to hear a use request by JEP LLC to return the Morgantown Commons to townhouses. Solicitor Brown asked if the Supervisors would want to take a position on the variance request. After a brief discussion, Sandy Styer motion to have the Zoning Officer present that the Supervisors would like the same conditions applied, as were previously in place for the last variance granting the Townhouse use. Jeff Vickers seconded the motion. The motion carried unanimously.

The Supervisors also asked the Solicitor to draft a policy to ensure the Zoning Hearing Board receives input on specific requests for variances that either require conditions applied to a Special Exception, or in cases where a “zoning use change” is asked.

E. The Planning Commission has recommended the Supervisors support a request by the Caernarvon Township Municipal Authority to apply for grant monies for three projects the authority is pursuing. Sandy Styer made a motion to send letters of support to the Authority for their grant applications. Jeff Vickers seconded the motion. The motion carried unanimously.

F. Solicitor Eric Brown noted the Planning Commission has recommended a draft amendment of the Zoning Ordinance, for Casinos use in the C-3 zoning district, be forwarded to the Berks County Planning Commission and the respective members of the Southern Berks Regional Comp Plan for their review. Jeff Vickers made a motion to send the draft amendment to the Zoning Ordinance to the Berks County Planning Commission and the respective members of the Southern Berks Regional Comp Plan for their review. Sandy Styer seconded the motion. The motion carried unanimously.

Supervisors Paul Whiteman noted to the assembled that the Township needed to amend the zoning since there is not currently a defined use for casinos.

G. Solicitor Brown addressed continued concern for use of personal email accounts. All Supervisors have Township email going to their smart devices via the Township servers, where such email is retained. The Supervisors are again looking into the use of laptops or tablets for Township work. Secretary Miller will work with IT consultant to bring recommendation to the board.

H. Solicitor Brown gave a brief update on Act 209 “Traffic Impact Fees”. The Township could adopt a resolution implementing the fees. The Supervisors have concerns about how this might impact smaller development and residential homes. Solicitor Brown will investigate.

It was noted that the Engineer is preparing cost estimates for compiling the required data.

**EXECUTIVE SESSION**

The Supervisors recessed to Executive Session at 8:07 p.m. Chairman Allen Styer called the meeting back to order at 8:46 p.m., stating the Executive Session was for Litigation and Personnel issues.

**SUPERVISORS COMMENTS**

A. The Supervisors discussed cleaning sidewalks following a snow event. They debated changing the required amount of time for cleaning from 48 hours to 24 hours. They discussed and recommended that residents that are not cleaning their sidewalks be sent reminder warnings. Also, they asked about putting Ordinances on the website. It was noted that codification can be done on all ordinances to have them placed into a single ordinance.

B. The Supervisors are concerned about the tree leaning, apparently dead, on the property at the intersection of Main Street and Morgantown Road. They asked that a letter be sent to the owner.

C. Supervisors Paul Whiteman noted the Carnival Committee is now meeting. Their next meeting is January 29, 2018 at 6:00 p.m.

**ADJOURNMENT**

Paul Whiteman made a motion to adjourn the meeting. Sandy Styer seconded the motion. The motion carried unanimously. The meeting adjourned at 9:12 pm.

Respectfully Submitted,

Randall P. Miller  
Township Secretary