

CAERNARVON TOWNSHIP  
BERKS COUNTY, PA

BOARD OF SUPERVISORS  
WORK SHOP

MEETING MINUTES

FEBRUARY 27, 2018

The Caernarvon Township Board of Supervisors held their Monthly Meeting on February, 27 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; Jeffrey Vickers, Supervisors; Paul L. Whiteman, Jr., Supervisor; John Scalia, Chief of Police, Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Keith McGowan, Maintenance Foreman; Sandra L Styer Acting, 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.

There were no comments from the assembly

**BUSINESS**

- A. Sandy Styer requested that we hold off on sending letter for summer camp to Hanna Holland and advise park and rec that we do not have the staffing in the office to handle at this time.
- B. We will hold off on advertising for counselors
- C. Sandy Styer made a motion to have check sent to Conestoga Mennonite Church in the amount of \$150.00 donation for use of their stage. Jack Hess seconded the motion. The motion carried unanimously.
- D. We had a request from a resident that wanted her booking fee returned. All supervisors agreed we stick with the policy and deposit it.
- E. Sandy Styer made a motion to have fees for permits paid upfront with application. Jack Hess seconded. Motion carried unanimously.
- F. Social hall rental process was reviewed and Eric advised all checks should be deposited and not held. Liability for residents should be 500,000 and keep 1,000,000 for businesses. All new request for hall rental will be put on hold until we revise rental hall agreements. Jeff Vickers made a motion to accept changes and Jack Hess seconded. The motion carried unanimously.

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- G. Sandy Styer made a motion to have the Chairman fill out and sign unemployment compensation paperwork in response to application for benefits for Randy. Jack Hess seconded the motion. The motion carried unanimously.
- H. Jeff Vickers made a motion to extend the warrantee for the Dell computer server not to exceed \$750.00. Jack Hess seconded the motion. The motion carried unanimously.
- I. Sandy Styer made a motion to hire Joan Bair as a part time employee at a rate of \$30.00 per hour for up to 20 per week, effective retroactive to February 14, 2018. Pauly Whiteman seconded. The motion carried unanimously.
- J. Jack Hess made a motion to appoint Joan Bair as interim township administrator/secretary effective retroactive to February 14, 2018. Jack Hess seconded the motion. The motion carried unanimously.
- K. Sandy Styer made a motion to nominate and appoint Allen Styer as open records officer. Time line is 5 days. Pauly Whiteman seconded. The motion carried unanimously.
- L. Sandy Styer made a motion to appoint Jeff Vickers Flood Plan Administrator for Caernarvon Twp. Pauly Whiteman seconded. The motion carried unanimously.
- M. Pauly Whiteman made a motion to appoint Allen Styer as signatory with regards to the township bank accounts. Jeff Vickers seconded. The motion carried unanimously.

#### SOLICITORS

- 1. Sandy Styer made a motion to adopt 2018-16 the revised job description for the Caernarvon township administrator/secretary. Pauly Whiteman seconded. The motion carried unanimously.
- 2. Pauly Whiteman made a motion for background checks during the hiring process to include criminal, drug and alcohol and financial screening. Sandy Styer seconded motion. The motion carried unanimously.
- 3. A hearing for XTL conditional use application will be held March 27, 2018 @ 7:30.
- 4. The board discussed the fees regarding XTLs complaint. We are going to talk to Great Valley.
- 5. Casino, Lighting and landscaping ordinance is still going through the planning commission.
- 6. As of today the board has decided the leave the side walk clearing ordinance #167 the way it is.
- 7. Noise ordinance to be reviewed at next meeting
- 8. Road opening ordinance will be followed up by Scott Anderson and Keith McGowan on Wednesday March 7 at road inspection.

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9. The solicitation ordinance will be discussed at next meeting.
10. The home occupation and IOP ordinance review is pending.
11. Interconnection-Caernarvon water authority and New Morgan Borough utility authority draft agreement was discussed. New Morgan ask Caernarvon to be a part of agreement. Prospective plans where provided and additional information will be coming.

**EXECUTIVE SESSION**

And executive session was held for personnel issues.

**ADJOURNMENT**

Returned from executive session at 9:20pm

Pauly made a motion to adjourn Jeff Vickers seconded. All in favor. Motion carried.

Respectfully Submitted,



Sandra L Styer

Township Secretary