

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

May 8, 2018

The Caernarvon Township Board of Supervisors held their Monthly Meeting on May 8, 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, Supervisor; Paul L. Whiteman, Jr., Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Scott Anderson, Great Valley Consultants; Keith McGowan, Maintenance Foreman; Joan Bair, 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:

Resident from 395 Swamp Road has concerns regarding the Woods Lane permit application for driveway work. The driveway is shared and any alterations require approval from affected neighbors. The concerns addressed are stormwater runoff, sight distance and winter maintenance. Scott Anderson explained that Great Valley has not received any formal paperwork for the proposed work. The concerns will be addressed when permit paperwork is submitted.

CORRESPONDENCE

Agenda correspondence was reviewed. Berks County Board of Elections request for Social Hall use on May 15, 2018 was discussed. The social hall will be available for the Election Day.

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman made a motion to accept the minutes of April 10, 2018 Board of Supervisors meeting. Sandy Styer seconded the motion. All in favor. Motion carried.
- B. Sandy Styer made a motion to accept the minutes of April 24, 2018 Workshop. Paul Whiteman seconded the motion. All in favor. Motion carried.

TREASURERS REPORT

The supervisors reviewed the Treasurer's report. Sandy Styer made a motion to accept the Treasurers monthly report for the period ending April 30, 2018. Sandy suggested having the treasurer's report emailed to supervisors prior to meetings. Supervisors agreed. Jack Hess seconded the motion. All in favor. Motion carried.

EXPENSE LIST

The supervisors reviewed the bill list for May. Paul Whiteman made a motion to pay the bills on the May 8, 2018 bill list in the amount of \$188,511.70 General Fund, \$4,600.43 Street Light Fund and \$401.50 Accrual Fund. Jeff Vickers seconded. All in favor. Motion carried.

BUSINESS

- A. Proposed Social Hall contract with revisions was distributed. Supervisors will discuss the revisions at the next Workshop meeting. A retaining fee of \$250 for non-profit bookings will need to be addressed.
- B. Sandy Styer nominated and made a motion to approve Joan Bair as the Township's Right to Know officer. Paul Whiteman seconded motion. All in favor. Motion carried.
- C. Sandy Styer nominated and made a motion to approve Joan Bair as the Township's Flood Plain Administrator. Jack Hess seconded motion. All in favor. Motion carried.
- D. No updates regarding Village of Heatherbrook concerns. Scott Anderson, Great Valley, explained that the Homeowner's Association will need to address concerns.
- E. No updates regarding Lot 4A Heritage Drive. The IDP zoning update is still under review.
- F. Township Treasurer requested approval for paying upcoming mortgage invoice payable to Customers Bank. Sandy Styer made a motion to approve Treasurer paying mortgage invoice due the beginning of June. Paul Whiteman seconded motion. All in favor. Motion carried.
- G. A presentation was given by the Attorney for Valore, LLC, the applicant for the May 14, 2018 zoning hearing board variance request. The scope of the project is installation of a cell tower for Sprint for coverage and capacity services which exceeds zoning height requirements. The supervisors raised concerns about the proximity to the elementary center. Solicitor Eric Brown addressed encroachment of fallout requirements. According to the applicant's engineer, factors such as wind speed and safety are being considered in the planning stages. Paul Whiteman is in favor of the project's plans of providing support to the Fire Department.

- H. Planning Commission Ordinance for Alternate members was reviewed. Supervisors discussed adding 1 alternate, no more than 3, alternate goes by seniority. The township received two applicants. Terms would be for four years. Sandy made a motion to approve Planning Commission Ordinance for adding Alternate Members. Paul Whiteman seconded motion. All in favor. Motion carried. Solicitor Eric Brown recommended Supervisors approve a Resolution to approve applicants for the Alternate positions. Paul Whiteman made a motion to approve Jeff Vickers as an Alternate Planning Commission Member for a four year term. Jack Hess seconded motion. All in favor. Motion carried. Paul Whiteman made a motion to approve Brian Licitra as an Alternate Planning Commission Member for a four year term. Sandy Styer seconded motion. All in favor. Motion carried.
- I. Proposed Valley Road Speed Limit Ordinance was considered. Supervisors reviewed fine limits described in Section 2. Sandy Styer made a motion to approve proposed Valley Road Speed Limit Ordinance. Jeff Vickers seconded motion. All in favor. Motion carried.
- J. Chairman Styer proceeded to explain that an official Township Complaint form was received regarding grass clippings remaining along curbsides. The supervisors suggest more advertising in addition to the Township website. Supervisor Paul Whiteman asked Ivy Fasko to post a news bulletin on her community website. In addition, the Supervisors are requesting the Township begin noting addresses that are not abiding by the rules and guidelines for grass clippings clean up.

TOWNSHIP REPORTS

- A. Joan Bair reported that PennDot conducted a Liquid Fuels pre-audit.
- B. Paul Whiteman reported that Carnival is one month away. Plans for fireworks and stage continue. Footers for stage are finished, Supervisor Whiteman asked for Board's permission to purchase concrete material with Foreman Keith McGowan's Township credit card. Electrical work by Sweitzer has begun and PPL will provide a letter with required job number.
- C. The Maintenance Department Report for May was received. Keith reported that fuel pump island was inspected by Department of Labor and Industry. Keith also noted that a police report was completed for a guard rail that was recently damaged. Also, he suggested the Township receive a new quote for the Twin Valley South Signal work. An estimate has been determined not to exceed \$4,500.00 for the junction box and conduit repair work. Paul Whiteman made a motion to proceed with repair work, not to exceed \$4500.00. Sandy Styer seconded motion. All in favor. Motion carried.

Also noted was that the Tree trimming for Valley Ponds has been completed. Keith expressed concerns about yard waste and enforcing disposal/removal by posting signage. Supervisors are considering an Ordinance regarding

trash/dumping matters including fines. The landfill allows free dumping of yard waste.

Swamp Road continues to have ongoing driveway issues with stones washing into roadways. Solicitor Eric Brown will review Stormwater Ordinance.

Thousand Oaks Bridge work report was given by Scott Anderson. GP11 permit will be acquired, this is once and done process. DEP offers a grant that could help defray the significant costs for the bridge work permitting process.

- D. The SEO report for the month of May was received.
- E. The Library report for the month of May was received.
- F. The Tax collectors report for May was received.
- G. The police report for the month of May was received. Supervisors have requested the summary page only for their meeting packets.
- H. Zoning/Code Enforcement Officer report for May was received.
- I. The EMS report for the month of May was received. The Supervisors have requested the summary page only for their meeting packets.
- J. Park and Rec Board met in April. The Supervisors reviewed their meeting minutes and the request list. Supervisors recommend a letter be sent to the MAA regarding the dilapidated storage shed that needs to be disposed. Sandy Styer will assist Joan Bair with sending a letter to the MAA. Foreman Keith McGowan has offered assistance with Highcroft ballfield needs, diamond tech is available, Supervisor Jack Hess will inform the Park and Rec Board.
- K. The Planning Commission meeting minutes were reviewed.
- L. Scott Anderson gave his engineers report and included a Letter of Recommendation for the 2018 Street Projects. Based on the review, Great Valley Consultants recommends the projects be awarded to H&K Group for the 2018 Street Work in the amount of \$209,335.55 (Items A through I) and Asphalt Maintenance in the amount of \$36,903.20 (Items A through D) for the 2018 Bituminous Surface Treatment Project. It was explained that street work will include #9 stone material for a close knit, smoother surface/seal. Paul Whiteman made a motion to approve the 2018 Street Work to H&K Group in the amount of \$209,335.55 (Items A through I). Sandy Styer seconded motion. All in favor. Motion carried. Paul Whiteman made a motion to approve 2018 Bituminous Surface Treatment to Asphalt Maintenance in the amount of \$36,903.20 (Items A through D). Sandy Styer seconded motion. All in favor. Motion carried.

Scott noted that the Street Cut Ordinance Revisions will be forwarded to the Board of Supervisors.

Scott also addressed the permitting process for Morgantown Coffee House. Great Valley will present the Business Owner with a letter addressing the sign location and also send a letter to the Landlord regarding the parking lot

location and design. The letter will include a deadline for submitting a more thorough design of the parking lot and also invite the Landlord to attend the next Supervisors Township meeting. In addition, Scott noted that Shed's Unlimited have applied for a renovation to existing building plans due to stormwater management requirements. Allen Styer will work with Terry and Frank from Great Valley Consultants regarding Phase II plans for the building project.

- M. Solicitor Eric Brown made a note that the Home Occupation and IOP Ordinance Review will be further discussed at the next Planning Commission meeting. Noise, Opening and Solicitation Ordinances are in review/draft stages.

Solicitor noted that revised XTL plans including traffic improvement will be discussed at the May Planning Commission meeting.

EXECUTIVE SESSION

The Supervisors recessed to Executive Session at 9:10 p.m. to discuss personnel matters. Chairman Styer called the meeting back to order at 9:35 p.m. summarizing that the Executive Session was to discuss Personnel issues and a Zoning Hearing Board application for Zoning Relief. As a result of the Executive Session, the Board publicly voted to support the Applicant's variance requests. The approval is conditional, based upon excluding any student walking trails in the vicinity of the actual fall-out area of the proposed telecommunications tower. Additionally, the approval is conditional upon assurances that the variance that will reduce the fall-out setback requirement does not adversely impact the public health, safety and welfare. Paul Whiteman made a motion to conditionally approve zoning relief special exception for cell tower installation at Twin Valley Fire Department. Sandy Styer seconded motion. All in favor. Motion carried.

ADJOURNMENT

Sandy Styer made a motion to adjourn at 9:44pm. Paul Whiteman seconded motion. All in favor. Motion carried.

Respectfully Submitted,

Joan A. Bair
Township Secretary