

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
WORKSHOP
MEETING MINUTES**

May 22, 2018

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on May 22, 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; John Scalia, Chief of Police; Joan Bair, Township Administrator/Secretary.

CALL TO ORDER

Chairman Allen Styer called the meeting to order at 7:01 PM. This was followed by the Pledge of Allegiance.

COMMENTS FROM THE ASSEMBLY:

Resident Nancy Wissman, 405 Country Lane, inquired about truck traffic and billboard lights coming from the Sheds Unlimited business near her home. The business is partly in zoning districts I1 and C3. Supervisor Jeff Vickers explained that during planning stages for that business, potential truck traffic and noise issues were not intended to become an issue. The Supervisors will follow up regarding the truck traffic and noise addressed. In addition, Ms. Wissman inquired about the future turnpike project that could have an impact in her neighborhood, and asked if sound barriers will be included in plans. The supervisors have not been informed about installation of sound barriers. The latest update the supervisors received was that the project would begin in the year 2020.

CORRESPONDENCE

The Supervisors reviewed the PennDot letter informing the Township of the upcoming construction project in the Elverson Borough and Caernarvon Township border, just east of the West Nantmeal Township border. Construction is expected to begin in June. Eastbound Route 23 (Main Street) will have a detour in place.

BUSINESS

- A. Motion was made by Paul Whiteman acknowledging and granting Stackhouse Bensinger Inc., time extension letter request for the XTL Caernarvon Warehouse project. Jeff Vickers seconded motion. All in favor. Motion carried.

- B. Motion was made by Sandy Styer acknowledging and granting Bogia Engineering Inc., time extension letter request for the Lot 4A project. Jeff Vickers seconded motion. All in favor. Motion carried.
- C. Solicitor Eric Brown informed the Board of Supervisors that the Planning Commission approved forwarding the IOP Zoning Ordinance to Berks County Planning Commission for review and comments. Comments will be sent back to the Township within 30 days. Supervisors propose amending ordinance to increase maximum impervious surface allowed to be covered, amendment recommendations will be forwarded to Planning Commission for review and consideration. Also, noted was that a review of the Joint Comprehensive Plan will need to be considered during the final review process. Solicitor also informed Supervisors that the Lot 4A Heritage Drive Zoning Text Amendment comments received from Berks Planning Commission will be presented to the Board of Supervisors for approval at a regular meeting in June.
- D. Morgantown Coffee House permits were recently granted, Chairman Allen Styer explained that the parking lot permit application is separate and the responsibility of the Landlord.
- E. Hillside Custom Manufacturing plans were revised as of May 8, 2018. A Hillside representative was present to discuss and request approval for a licensing agreement in lieu of easement for parking area outlined in the agreement dated November 14, 2017. Sandy Styer made a motion to modify condition #7 in November 14, 2017 agreement and approve a licensing agreement in lieu of easement for parking area. Jeff Vickers seconded motion. All in favor. Motion carried. In addition, a motion was made by Paul Whiteman for Chairman Allen Styer to sign all Hillside agreements submitted for Development, Financial Security, Sidewalk Installation, and Stormwater Management. Sandy Styer seconded motion. All in favor. Motion carried. Solicitor Eric Brown explained that plans will need to be signed and recorded. In the interim, there is some site work that can begin with the proper permits.
- F. Solicitor Eric Brown discussed proposed Solicitation Permit Ordinance. The fee will remain on the Township's Fee Schedule and will likely need to be updated in the future. Solicitor suggested changing the permitting process to reside in the Township office. In addition, the Supervisors authorize having the Township laminate the permit and provide applicant with a lanyard to be worn while soliciting. Sandy Styer made a motion to incorporate changes and advertise the Solicitation Ordinance for public notice. Jack Hess seconded motion. All in favor. Motion carried. Keith McGowan mentioned that additional No Solicitation signs will possibly be needed for posting throughout the Township.
- G. The supervisors reviewed the Southern Berks Memorandum of Understanding (MOU) for the Joint Municipal Comprehensive Plan project. Sandy Styer made a motion to approve and sign the MOU. Paul Whiteman seconded the motion. All in favor. Motion carried. In addition, Sandy Styer made a motion to approve Joan Bair as the Caernarvon Township designated member for the MOU project. Paul Whiteman seconded motion. All in favor. Motion carried.

- H. The Supervisors discussed the draft Social Hall contract. Solicitor Eric Brown suggested elaborating on the definition of renters permitted to reserve the social hall. Considerations for contract changes include time limitation of once a week for any profit making bookings, include a clause stating that Township business takes priority over use of the Social Hall, and that bookings can be to the discretion of the Board of Supervisors. Contract needs to be for both non-alcohol and alcohol use, and liability limits will need to adjusted, \$500,000.00 for non-alcohol use and \$1,000,000.00 for alcohol use. In addition, licensed caterers will be required to list Caernarvon Township as additional insured on their Certificate of Insurance. Supervisors will further review the social hall contract at their next regular meeting.
- I. The Supervisors received a Township Complaint form dated May 22, 2018. The complaint is regarding grass and weeds growth at 3420 Main Street. The Township will need to research records for contact information and follow up regarding formulation of a letter regarding the complaint.
- J. Keith McGowan inquired about stormwater runoff options for Swamp Road. Solicitor Eric Brown will be forwarding options to Keith, including the Ordinance that addresses driveway regulations.
- K. Business owner of Sheds Unlimited was present and addressed questions regarding temporary buildings in use that caused a violation to be issued by Township Zoning Officer. Zoning Officer's letter requires a 7 day time limitation for addressing violations, Supervisors are in support of a 30 day time limitation. Owner is permitted to request an extension.
- L. Chief of Police John Scalia received a request from the Twin Valley School District for a Resource Officer. The school has grants available starting at \$60,000.00 for the first year, second year is cut back by 50%, \$30,000.00. The school is requesting a meeting with the Township to discuss the possibility of school resource officer. Chief Scalia has a contact at the school and can coordinate meeting dates. The program would cover multiple municipalities and would require Township Officers to be sworn in at other locations that are not covered under the Township's jurisdiction. July 30, 2018 is the target date for formulating the school resource officer grant, Standard Operating Procedures will be necessary for this initiative.
- M. Supervisor Paul Whiteman presented a letter from High Point Baptist Church, Pastor Steve Jaspers, regarding use of Friendship Park from June 25 – 29, 2018 for a returning camp program open to the public. Volunteers will run the program and will have appropriate clearances. Last year's program was successful, Pastor Jaspers is requesting approval to offer the program again at Friendship Park. Sandy Styer made a motion to approve the camp for June 25-29, 2018 provided dates are available for the facilities requested. Paul Whiteman seconded motion. All in favor. Motion carried.

EXECUTIVE SESSION – Not needed

ADJOURNMENT

Sandy Styer made a motion to adjourn at 8:40pm. Jeff Vickers seconded motion. All in favor. Motion carried.

Respectfully Submitted,

Joan A. Bair
Township Secretary