

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
WORKSHOP MEETING MINUTES**

July 24, 2018

The Caernarvon Township Board of Supervisors held their Monthly Meeting on July 24, 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; Paul Whiteman, Supervisor; Jack Hess, Supervisor; Sandra Styer, Supervisor; Jeffrey Vickers, Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; 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.

PUBLIC HEARING

Solicitor Eric Brown called the Public Hearing to order at 7:01 PM EDT. He indicated the hearing was for the purpose of discussing and adopting an amendment to the Township's Zoning Ordinance, to repeal and replace Section 623 "Home Occupation Regulations" and Section 640 "No Impact Home Based Business". He also stated that the draft Ordinance was advertised in the Reading Eagle on July 10, 2018, and July 17, 2018; thereby meeting the advertising requirements. Additionally, the draft was available at the Township Building, the Reading Eagle, and the Law Library for review. The Ordinance was reviewed by Berks County Planning Commission (BCPC), Township Planning Commission, and submitted to three (3) neighboring municipalities for comments. The Township received no comments from the BCPC, and one (1) reply from a neighboring municipality with no comments was received. The Caernarvon Township Planning Commission finds the Ordinance consistent with the Township's Comprehensive Plan.

There were no comments from the assembly, and the Supervisors had no questions.

Jeffery Vickers made a motion to adopt Ordinance #294, amending the Township Zoning Ordinance, specifically the "Home Occupation Regulations" and "No Impact Home Based Business" Sections. Paul Whiteman seconded motion. All in favor. Motion carried.

In addition, Solicitor Brown further explained that the hearing is also for the purpose of discussing and adopting proposed Zoning Ordinance Governing Lighting and Landscaping Standards. This is an amendment to the Township's Zoning Ordinance, repealing and replacing Section 609 "Landscaping" and Section 610 "Lighting"; revising Section 608.2 to correct a typographical error; revising Section 300 "Definitions"; and, reenacting Ordinance No. 289. He also stated that the draft Ordinance was advertised in the Reading Eagle on July 10, 2018, and July 17, 2018; thereby meeting the advertising requirements. Additionally, the draft was available at

the Township Building, the Reading Eagle, and the Law Library for review. The Ordinance was reviewed by Berks County Planning Commission (BCPC), Township Planning Commission, and submitted to three (3) neighboring municipalities for comments. The Township received no comments or recommendations. The Caernarvon Township Planning Commission finds the Ordinance consistent with the Township's Comprehensive Plan. Solicitor Brown explained that the Ordinance changes are Township wide and that 2 exhibits, A & B have been incorporated. He also noted that Ordinance No. 289 was challenged on procedural grounds; therefore, hearing purpose is to reincorporate and reenact that Ordinance in same form.

Reading Eagle reporter present at the Township meeting inquired about the reason for the changes in the Ordinance. Chairman Allen Styer explained that standards were not up-to-date and needed to be more of today's standards.

There was no further public discussion, and the Supervisors had no questions.

Jeffrey Vickers made a motion to adopt Ordinance No. 295 Governing Lighting and Landscaping Standards including the reenactment of Ordinance No. 289. Sandy Styer seconded motion. All in favor. Motion carried.

Solicitor Brown closed the hearing at 7:08 p.m. Chairman Styer called the meeting back to order.

UPON CLOSING OF HEARING, THE REGULAR MEETING WAS RESUMED

COMMENTS FROM THE ASSEMBLY:

No comments from the assembly.

Supervisor Sandy Styer proceeded to explain to the Board of Supervisors that the Police Department's Dodge Plymouth minivan needs a transmission. She is inquiring about the possibility of donating the vehicle or obtaining an estimated scrap value for selling the vehicle. Solicitor Eric Brown will research the legalities of either donating or selling vehicle for scrap value. In addition, the Crown Victoria Police Car has been overheating. DeLong's Exxon informed the Police Department that the vehicle needs a new motor. The Supervisors explained that this vehicle could be placed on Municibid. Solicitor Eric Brown recommends including the disclaimer that the vehicle is for sale "as is". Sandy Styer made a motion to place a Municibid ad for the Crown Victoria that overheats and include the disclaimer that the vehicle is for sale "as is". Jeffery Vickers seconded motion. All in favor. Motion carried.

Additionally, approval was requested for the Police Department's continued participation in the North Central Regional DUI Enforcement Project. Sandy Styer made a motion for the Chairman to sign agreement approving an extension for the Police Department's participation with the North Central Regional DUI Enforcement Project. Jack Hess seconded motion. All in favor. Motion carried.

Supervisor Sandy Styer noted that the Police Department recently attended an active shooter course.

CORRESPONDENCE

The following correspondence was previously forwarded to Supervisors for review:

PSATs Township Legal Defense Partnership – Summer 2018 Edition

PA One Call 2017 Excavator Fee Rebate

High Point Baptist Church Letter dated July 9, 2018

Thank you letter dated July 13, 2018

Allan Myers Memo – Elverson Main Street Restoration Project: Detour Information

County of Berks Public Hearing Notice – Development of Consolidated Plan

Berks County Water & Sewer Association 6th Annual Conference – Reminder

Earth Disturbance Inspection Report dated 7/20/2018

BUSINESS

- A. The Supervisors reviewed Planning Commission recommendations for the XTL, Inc. Solicitor Brown recommends Supervisors review plans available in the Township office. In particular, the Shiloh Road entrance plan should be reviewed. The North entrance would require Right of Way (ROW) adjustments. The Planning Commission requests two waivers and recommends acknowledging the November 30, 2018 extension granted to the Township for the project. Chairman Allen Styer recommends a 3D drawing of the plan. Additionally, Supervisor Sandy Styer proposes the consideration of a snow plowing agreement with the Township prior to final plan approval. Sandy Styer made a motion to defer on granting Planning Commission waiver recommendations and to acknowledge November 30, 2018 time extension granted to the Township. Jeffery Vickers seconded motion. All in favor. Motion carried.
- B. Solicitor Eric Brown presented final version of the Berks County Memorandum of Understanding. Sandy Styer made a motion to adopt and authorize Board of Supervisors Chairman to sign the Berks County Memorandum of Understanding. Paul Whiteman seconded motion. All in favor. Motion carried.
- C. Berks County Tax Claim form was prepared by Tax Collector Dorothy Lynn and requires Township's approval. The form is a certification of Township unpaid interim/change tax bills. One account has been reported as unpaid. Sandy Styer made a motion to approve and sign Berks County Tax Claim form. Jack Hess seconded motion. All in favor. Motion carried.
- D. No Wexford Court updates were available. Therefore, no action needed.

- E. Supervisor Paul Whiteman proceeded to inform the Board of Supervisors that more storm water runoff is occurring from North Valley Road. Runoff is causing erosion due to lack of maintenance to basins. Stones in basin are grass covered causing road side swales to fill up with water. Township Administrator will review HOPs for that area, and consult with the Township Engineer regarding notification to local owners about basin maintenance. Also, California Road continues to have storm water runoff from Shiloh Road. Supervisor Sandy Styer noted that Road Foreman Keith McGowan has forwarded a list of addresses with storm water and easement matters that need to be addressed. The list includes Swamp Road issues related to driveways and pipes.
- F. Hillside Custom Machining site work continues. Letter of Credit still in process. Currently, there are no time limitation concerns for site work, and no E & S issues reported.
- G. No updates to report for the Valore LLC Proposed Cell Tower project.
- H. No updates to report for the Mariner East II Pipeline Funding/Grant Program.
- I. Social Hall draft contract was reviewed. Solicitor Eric Brown offered recommendations for balance due date and revisions to item #18. Sandy Styer suggested balance due date be 15 days prior to event, and an added item needed for the Social Hall rental hours. The Supervisors did not take action on approving the contract. Item was tabled for the next Board of Supervisors meeting. It was noted that the Social Hall floor will need to be buffed prior to booking events.
- J. The dilapidated MAA park shed needs to be removed. Paul Whiteman will follow up with MAA.
- K. An address for Hillside Custom Machining was reviewed by the Board of Supervisors. Berks County Department of Emergency Services has provided a recommended address. Paul Whiteman made a motion to approve 130 Morgan Way for the Hillside Custom Machining address. Jack Hess seconded motion. All in favor. Motion carried.
- L. Road Foreman Keith McGowan asked the Board of Supervisors if there is any interest in an Ordinance for local Snow Emergencies. The Ordinance would include a list of applicable roads/areas requiring signs and postings indicating snow emergency requirements (i.e. tire chains, etc). In addition, the Snow Emergency Ordinance would address actions of snow blown onto streets. No action was taken. Item was tabled for the next Board of Supervisors meeting.

Road Foreman McGowan also requested the Township consider addressing the naming of the private access road located between McDonald's and the Classic Auto Mall. The existing permit for the traffic light at that intersection requires lane markings/lines on the unnamed private road. Since the access road is privately owned, the Township is not authorized to mark that road with required paint markings/lines. The first step needed, is naming the road in order to comply with 911 addressing. Township Administrator Joan Bair will

coordinate getting a letter generated indicating the need of naming the private access road. In addition, Supervisor Whiteman inquired about a reassessment of the Classic Auto Mall property value. Solicitor Eric Brown noted that the deadline for reassessments is August 1st. No action taken at this time.

A discussion took place regarding a cell phone purchase for Road Foreman McGowan. Supervisors explained the option of a \$50.00 Township Stipend for his private cell phone or a Township issued cell phone. Township Administrator Joan Bair will work with Road Foreman McGowan regarding a cell phone plan.

Public comment by Ivy Fasko was entertained out of order pertaining to the Home Occupation Ordinance.

EXECUTIVE SESSION

There was no executive session at this time.

SUPERVISORS COMMENTS

Jeffery Vickers expressed thanks and gratitude to Nora Filmore for her hard work and dedication to the recent Township fire hydrant project.

Paul Whiteman thanked Road Foreman McGowan for the hard work provided during the recent rain storms. Road Foreman McGowan explained that an incident on Chestnut Hill Road required clearing of a tree.

No further comments.

ADJOURNMENT

Paul Whiteman made a motion to adjourn meeting. Sandy Styer seconded motion. All in favor. Motion carried. Meeting adjourned at 8:35 P.M.

Respectfully Submitted,

Joan A. Bair
Township Secretary