

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS  
MEETING MINUTES**

**October 9, 2018**

The Caernarvon Township Board of Supervisors held their Monthly Meeting on October 9, 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; Scott Anderson, Great Valley Consultants; Jack Griesemer, Treasurer; John Scalia, Chief of Police; 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:**

Lisa Grundy, 80 Trappers Run, introduced the Twin Valley Area Community Development Association (TVACDA) to the Board of Supervisors. She explained that the organization is recognized by the State of Pennsylvania and is in the process of obtaining 501c3 approval by the State. Ms. Grundy distributed a mission statement to the Board of Supervisor which includes contact information for the association.

**CORRESPONDENCE**

The following correspondence was previously forwarded to Supervisors for review, no further comments:

County of Berks Department of Emergency Services Letter – 2019 Statement of Costs  
DEP Inspection Report  
Transportation Planner Reminder – RATS Meeting Rescheduled for November 1, 2018  
Chester County Tax Collection Committee Agenda for November 13, 2018 Meeting

**MINUTES OF THE PREVIOUS MEETING**

- A. Sandy Styer made a motion to accept the minutes of September 11, 2018. Jeff Vickers seconded the motion. All in favor. Motion carried.
- B. Sandy Styer made a motion to accept the minutes of September 25, 2018 Workshop. Jack Hess 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 September 30, 2018. Paul Whiteman seconded the motion. All in favor. Motion carried. Treasurer Griesemer requested approval

for paying the Police Pension funding payable to BB&T in the amount of \$70,000.00. Treasurer Griesemer explained that the Township received the MMO portion of \$65,600.00. After discussions, Sandy Styer made a motion to approve Police Pension Payment to BB&T in the amount of \$70,000.00. Paul Whiteman seconded motion. All in favor. Motion carried.

### **EXPENSE LIST**

The Supervisors reviewed the bill list for October. Sandy Styer made a motion to pay the bills on the October 9, 2018 bill list, amount of \$187,267.46 General Fund, \$12,410.67 Building Tax Fund, \$4,190.90 Accrual Fund, and \$4,254.49 Street Light Fund. Paul Whiteman seconded the motion. All in favor. Motion carried.

### **BUSINESS**

A. The XTL Escrow Release Invoice 10012018-01 was reviewed. Sandy Styer made a motion to approve XTL escrow release in the amount of \$27,212.37. Jeff Vickers seconded motion. All in favor. Motion carried. Solicitor Eric Brown proceeded to explain that the amount due to replenish the escrow account is forthcoming.

B. Solicitor Eric Brown explained to the Board of Supervisors that the XTL Stormwater Agreement for the site work plans are ready for recording. The Performance Bond has been issued and is forthcoming to the Township. XTL is within days of starting the work.

C. The Supervisors reviewed the PSATs non-CDL Drug and Alcohol Testing Paperwork. Solicitor Eric Brown inquired about this implementation of this policy unilaterally. He further explained that this new policy can include new hires unilaterally, but for the Police Association the new policy would first need to be addressed the collective bargaining unit. The Supervisors requested Solicitor Brown to revise the sample PSATs non-CDL Drug and Alcohol Testing policy for new hires only. In addition, the Supervisors requested Solicitor Brown gather information about costs to the Township for this service. Implementation of the new policy will be revisited at the next Board of Supervisors meeting.

D. The Supervisors reviewed the Animal Rescue League of Berks County's 2019 Animal Control Contract which includes a new fee for service plan. Bill West, Township employee, has been requested to check with the Humane Society regarding options for the Township. This topic was tabled, and will be addressed at the next Board of Supervisors meeting.

E. The MABA membership form was received. Sandy Styer made a motion to approve Basic 2019 MABA membership in the amount of \$75.00. Jeff Vickers seconded motion. All in favor. Motion carried.

F. The Supervisors reviewed the Morgantown Community Church Assessment Appeal paperwork. Solicitor Eric Brown explained that the organization is seeking tax exemption in totality, which includes recent property purchase. The Supervisors took no action.

G. The Supervisors discussed the Republic Services request for release of Letter of Credit. Township Engineer Scott Anderson explained that there are punch list items to review. After discussions, Sandy Styer made a motion approve the Letter of Credit release subject to Township Engineer's satisfaction of inspection, corrections required are met to the satisfaction of the Township Engineer, and a maintenance bond in the amount of \$150,000.00 be posted with

the Township for any ongoing maintenance required. Paul Whiteman seconded motion. All in favor. Motion carried.

H. Fire Police Assistance request form for Saint Peters Village Fall Festival on October 27, 2018 was received. Jeff Vickers made a motion to approve Fire Police Assistance request for Saint Peters Village Fall Festival to be held on October 27, 2018 at 10:00 a.m. Jack Hess seconded motion. All in favor. Motion carried.

I. Fire Police Assistance request form for Twin Valley High School's Bonfire for Homecoming was received. Paul Whiteman made a motion to approve Fire Police Assistance request for Twin Valley High School's Bonfire for Homecoming on October 18, 2018 at 7:00 p.m. Jeff Vickers seconded motion. All in favor. Motion carried.

J. The Supervisors discussed the sale of Police Car 32-7, 2008 Ford Crown Vic, which is now ready to be placed on Muncibid for the sale. Sandy Styer made a motion to advertise Police Car 32-7 on Muncibid. Jeff Vickers seconded motion. All in favor. Motion carried.

K. Solicitor Eric Brown explained that the dealership confirmed that the new police vehicle has been ordered. The Lease Purchase Agreement needs to be updated to reflect the correct year of the vehicle (2019 not 2018). Solicitor Brown and Chief Scalia will follow up with Ally regarding lease correction.

## **TOWNSHIP REPORTS**

- A. Administrator/Secretary reported that the Maintenance Department crew will be attending a course tomorrow, training is sponsored by MRM.
- B. Supervisor Paul Whiteman reported that the stage project for the Carnival is on track, materials are being ordered.
- C. The Maintenance Department Report for October was received. Township Engineer Scott Anderson reported that the final paving for Mill Road has been cleaned up. The road side drainage was addressed. Engineer Anderson noted that pipe is in great condition.
- D. The SEO report for the month of October was received.
- E. The Library report for the month of October was received.
- F. Tax Collector report for October was received.
- G. The Police report for the month of October was received.
- H. Zoning/Code Enforcement Officer report for October was received.
- I. EMS report for October was received. The Supervisors asked about inclusion of EMS financial reports. It was noted that no financial reports were provided in this month's report.
- J. Twin Valley Fire Department report was received for October. It was noted that the Fire Department budget meeting is this evening. Supervisor Whiteman noted the number of fire calls supported by the Fire Department. In addition, he expressed interest in getting the Township involved in the Fire

Department's fundraising events, including representation from each municipality that contribute to the Twin Valley Fire Department. The Supervisors discussed the Fire Department's purchase of a new truck. Supervisor Vickers noted that the purchase is all right if their budget can afford it, fundraising is an option to help cover the cost.

- K. Parks and Recreation Board met in September. The Supervisors reviewed their meeting minutes and request list. The Supervisors discussed request for permission to plan a Christmas Parade in 2019 prior to the start of their Christmas event. The Supervisors discussed suggested route noted on request list, and expressed concerns about no detour options for truck traffic on Main Street. After discussions, Sandy Styer made a motion to grant permission to the Park & Recreation Board to begin planning and organizing a 2019 Christmas Parade. Paul Whiteman seconded motion. All in favor. Motion carried.

The Supervisors discussed the Essential Oils Presentation requests. The Supervisors approved requests and noted that a facilities rental form needs to be completed and returned to the Township Office along with \$50.00 cleaning fee. In addition, the meeting room has been approved for this event due to the Social Hall construction work.

The Supervisors discussed the requests for the upcoming Halloween and Christmas events regarding door schedule, social hall supplies, advertisement, and Christmas train display. The Supervisors approved requests.

- L. The Planning Commission (PC) meeting minutes for September were reviewed.
- M. The Supervisors reviewed Engineer's Report. Township Engineer requested approval for paying Street Work invoices. He noted that there is still more patch work to be done on Twin Valley and Swamp Road, a 10% retainage on H&K Group contract will be held until project is completed. The Township Engineer recommends paying Landis C. Deck & Sons (H&K Group, Inc.) Roads Work invoice in the amount of \$197,163.30. Sandy Styer made a motion to pay Landis C. Deck & Sons invoice in the amount of \$197,163.30. Paul Whiteman seconded. All in favor. Motion carried. In addition, the Township Engineer recommends paying Asphalt Maintenance Solutions, LLC (AMS) Roads Work invoice in the amount of \$37,372.70. He noted that there is more crack seal work to be done. Paul Whiteman made a motion to pay AMS invoice in the amount of \$37,372.70. Jeff Vickers seconded motion. All in favor. Motion carried.

Discussion ensued regarding quality of product used for street repairs. Supervisor Whiteman noted that slurry seal application is already beginning to crack which is an additional cost to taxpayers for repair work. Supervisor Vickers inquired about application being beyond repair. And, if so, why is there an issue now which could have been avoided with contractor's guidance during the planning stages? Township Engineer Scott Anderson explained that contractors commented on the condition of the roads and the amount of

cracks needing repaired. He also explained that application of fog seal might provide a better solution/fix to the problem with brittle material. Chairman Styer inquired about testing the product, and added that if application process is done correctly, this will prevent contractor from needing to come back within a year because of product failure. Solicitor Eric Brown noted that there is a maintenance obligation for contractors to point out product specifications not in compliance. Township Engineer Anderson explained that the slurry seal product used is PennDot approved.

Township Engineer Scott Anderson discussed the proposed Street Cut Ordinance and explained that revisions were made regarding working hours. Paul Whiteman made a motion to advertise Street Cut Ordinance as written. Jeff Vickers seconded motion. All in favor. Motion carried,

N. Solicitor Eric Brown gave the following report.

1. Notification was received about an upcoming Hearing scheduled for November 9, 2018 at 11 a.m. He noted that he is entered for appearance on behalf of the Township.
2. Zoning Ordinances for Casino Use & Signage were advertised in the Reading Eagle on October 2, 2018 and October 9, 2018. Ordinances will be presented for adoption at the October 23, 2018 Workshop meeting.
3. Elverson Investors, LLC is currently working on revisions to the Taco Bell Land Development Plan.
4. Solicitor Brown noted Morgan Commons Land Development Plan conditional approval for Townhomes.

## **EXECUTIVE SESSION**

The Supervisors recessed into Executive Session at 8:05 p.m. Chairman Allen Styer called the meeting back to order at 8:34 p.m., indicating the session was for discussing legal issues. Additionally, Solicitor Brown indicated that the Executive Session was regarding potential litigation.

## **SUPERVISORS COMMENTS**

Supervisor Paul Whiteman reminded everyone about the upcoming Spotted Lanternfly educational meeting scheduled for October 25, 2018, 7:00 p.m. at the Twin Valley High School Auditorium. He inquired about the coordination efforts orchestrated by Administrator/Secretary.

Joan Bair explained that she contacted the High School to schedule the event which is open to the public. The school will not be charging the Township for use of the auditorium for the Spotted Lantern Fly event.

**ADJOURNMENT**

Sandy Styer made a motion to adjourn meeting. Meeting adjourned at 8:35 p.m.  
Supervisor Whiteman seconded motion. All in favor. Motion carried.

Respectfully Submitted,

Joan A. Bair  
Township Administrator/Secretary