

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

January 7, 2019

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on January 7, 2019 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; Road Foreman, Keith McGowan; 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.

Chairman Allen Styer announced that there was an Executive Session held before the start of the Regular meeting to discuss personnel and anticipated litigation matters.

COMMENTS FROM THE ASSEMBLY:

Ms. Michelle Raymond, Lenape Drive, inquired about the announcement and advertisement of a Casino public meeting. The Supervisors explained that the advertisement is a coordinated effort by the State Gaming Commission. The Township Secretary will coordinate the advertisement of meeting date once the publication has been received. John Bruce, 110 Rock Ridge Road, inquired about forthcoming information regarding the effects of a casino in the community. The Supervisors explained that the Township website has information available to the public, and that Ordinances have been adopted to ensure that such a business would be a feasible and viable option in certain zoning districts within the Township.

CORRESPONDENCE

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

County of Berks Department of Emergency Services – Training Information
Energy Transfer – Mariner East 2 NGL Pipeline Service
Pennsylvania Farm Show – Public Officials Day, January 9, 2019
Earth Disturbance Report – December 6, 2018
Berks Solid Waste Authority – 2019 Special Waste Collections
Reading Area Transportation Study 2019 Meeting Schedule
Berks Public Works Association – January Meeting Notice
PA Department of Environmental Protection Letter – Storage Tank System

MINUTES OF THE PREVIOUS MEETING

- A. Sandy Styer made a motion to accept the minutes of December 11, 2018. Jeff Vickers 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 December 31, 2018. Jack Hess seconded the motion. All in favor. Motion carried. Treasurer Jack Greisemer noted that revenue exceeded the budget by approximately \$200,000.00 for the December 2018 Treasurer's Report. Additionally, the Board of Supervisors approved the transaction of opening an evidence account for a check received for a police case. After discussions, Sandy Styer made a motion to approve transaction of opening December 12, 2018 Bank Evidence Account. Paul Whiteman seconded motion. In addition, Sandy Styer made a motion to close the Bank Evidence Account once the Police case is closed, and authorize the transfer of the closed account funds into the General Account. Paul Whiteman seconded motion. All in favor. Motion carried.

EXPENSE LIST

The Supervisors reviewed the bill list for January. Paul Whiteman made a motion to pay the bills on the January 7, 2019 bill list, amount of \$75,893.40 General Fund; \$4,300.49 Street Light Fund; and \$1,791.44 Accrual Fund. Jeff Vickers seconded the motion. All in favor. Motion carried.

BUSINESS

A. The Supervisors were informed about PSATS membership offer to Township Supervisors and Employees for unlimited access to their Webinar Wednesday sessions for an annual fee of \$79.00. Sandy Styer made a motion to approve the PSATS Webinar Wednesday offer in the amount of \$79.00. Jeff Vickers seconded motion. All in favor. Motion carried.

B. The Supervisors reviewed the Berks County Memorandum regarding the Countywide Board of Appeals for the Uniform Construction Code. Sandy Styer made a motion to approve the Countywide Board of Appeals for the Uniform Construction Code Annual Membership. Paul Whiteman seconded motion. All in favor. Motion carried.

C. The Supervisors reviewed a Unit Citation Certificate presented to Detective Chad Eberly. Chief is interested in a public recognition to the Detective and another Officer for extraordinary efforts performed in 2018. Supervisor Jeff Vickers requested a report be provided to the Board at the end of each year summarizing Police Department accomplishments.

D. Solicitor Eric Brown explained that more time is needed for finalizing Taco Bell agreements. Agreements will be presented to the Board upon completion.

E. Solicitor Eric Brown explained that the Burckhardt Subdivision plans are in process for finalization and will be presented to the Board upon completion.

F. Solicitor Eric Brown explained that confirmation for satisfaction of Wexford Court improvements agreement is in process. Township Engineer Scott Anderson explained that he will prepare a recommendation letter regarding the Wexford Court Improvements.

G. The Supervisors reviewed the Commonwealth Engineers, Inc. letter dated January 2, 2019 regarding a three (3) month extension to April 24, 2019 for the Morgantown Apartments

project review time. Sandy Styer made a motion to acknowledge the extension to April 24, 2019 for the Morgantown Apartments project review time. Jack Hess seconded motion. All in favor. Motion carried.

H. The Supervisors discussed the Indemnity Agreement required to obtain certified copies of two issued Republic Services Letters of Credit that are not in the Township records. The Township Solicitor reviewed the agreement and recommends approval for authorized signer. Sandy Styer made a motion to authorize Joan Bair to sign Indemnity Agreements for the two (2) Republic Services Letters of Credit that have been not located in the Township records. Paul Whiteman seconded motion. All in favor. Motion carried.

I. The Supervisors reviewed the Berks County Conservation District Donation Letter. No action was taken at this time.

J. Secretary Joan Bair reported that Lyons & Hohl has not been able to fill in volleyball court area at Friendship Park due to excessive amounts of rain. They are planning on filling the area with topsoil once the ground conditions are ideal for the material.

K. The Supervisors discussed animal control options for the Township. The current ARL agreement expires January 31, 2019. Solicitor Eric Brown reminded the Supervisors about licensing requirements. Chief John Scalia is working with local businesses who can assist with animal control when the need arises. In addition, the Supervisors discussed Berks Humane Society as a viable option for dropping off strays, etc.

L. The Supervisors reviewed the proposed Township Damaged Mailbox Policy. After discussions, Paul Whiteman made a motion to adopt the Township Damaged Mailbox Policy as written. Jeff Vickers seconded motion. All in favor. Motion carried.

M. Secretary Joan Bair provided the Supervisors information regarding the Bicycle and Pedestrian Plan Survey provided by the County. The purpose of the survey is to guide the County with adopting a new plan. Also, Secretary Joan Bair, provided copies of the draft Joint Comprehensive Plan pertaining to the transportation section. The purpose of the draft is for Township Representatives to review and include any future roadway projects (capital improvement plans). The next meeting for the Joint Comprehensive Plan Committee is Wednesday, January 23, 2019.

N. Township Solicitor Eric Brown explained to the Supervisors that the Service Electric Franchise agreement update is now due. The Board sets the rate and can impose a rate between 3 to 5 percent. The Board agreed to not increase the rate. Solicitor Eric Brown will formulate the agreement for approval. Michelle Raymond, Township resident, inquired about the purpose of the franchise fee. The Supervisors explained that it is a fee imposed on cable companies that do business within the Township.

O. Solicitor Eric Brown presented Resolution No 2019-16, to establish procedures for the application for an inter-municipal liquor license transfer into Caernarvon Township, and the application for an economic development license in Caernarvon Township. Solicitor Brown explained that the Board's consensus is to hold the public hearing for the Sheetz Liquor License transfer on January 22, 2019 at 6:30pm. The proposed date meets the 45 day requirement.

P. The Supervisors reviewed the Berks County Conservation District letter regarding their Spotted Lanternfly Control Assistance information. Secretary Joan Bair noted that the information will be posted on the Township website. Supervisor Paul Whiteman requested Secretary Joan Bair inquire about the BCCD's assistance providing the Township with banding material for distribution to the residents.

Q. The Supervisors received a social hall use request from the Bureau of Law Enforcement. The organization is requesting use of the hall for their annual training meeting to be held on Saturday, February 2, 2019 from 9:00am to 3:00pm. The Supervisors approve of the rental at the cost of \$150.00 (same rate approved for last year's booking) and completion of all rental forms. Supervisor Sandy Styer noted that next year the rate will need to increase.

In addition, the Supervisors discussed replacing the Social Hall tables that were found damaged. Road Foreman Keith McGowan reported that a total of 5 tables were damaged, and that arrangements have been made to remove the tables from the Social Hall inventory. The Supervisors requested replacement tables be purchased in preparation for opening up the Social Hall for rentals in the near future.

R. The Supervisors reviewed the Morgantown Methodist Church revised deed. Solicitor Eric Brown explained that the deed was revised for parcel location/address details. Sandy Styer made a motion to reapprove the Morgantown Methodist Church deed revised for parcel location/address details. Paul Whiteman seconded motion. All in favor. Motion carried.

S. Chairman Styer explained the he and Chief Scalia will be setting up a walk thru date for the proposed Security System. The proposal will need to include a maintenance agreement.

T. Solicitor Eric Brown explained that the Evidence Bank Account agenda item was previously addressed. No further discussion was needed.

TOWNSHIP REPORTS

- A. Township Administrator reported that there were no findings to be reported for the recent Liquid Fuels Audit. It was also reported that the Township 2018 Audit is scheduled for March 4, 2019.
- B. Maintenance report for January was received. Road Foreman Keith McGowan requested approval for purchase of RC250 oil, approximately 800-1,000 gallons needed for asphalt patching work. Sandy Styer made a motion to approve purchase of RC250 oil, amount not to exceed \$5,000.00. Paul Whiteman seconded motion. All in favor. Motion carried.
- C. The SEO report for January was received.
- D. No Library report for the month of January was received.
- E. Tax Collector reports for January were received.
- F. The annual and monthly Police reports for January were received.
- G. The Zoning/Code Enforcement Officer report for January was received. Township Engineer Scott Anderson noted that no additional information has been received from Shed's Unlimited and Morgantown Affiliates for current zoning matters. Solicitor Eric

Brown explained that updates regarding the Morgantown Affiliates hearing scheduled for January 25, 2019 will be provided at the upcoming Workshop meeting.

Additionally, Township Engineer Scott Anderson requested the Board's authorization to make contact with the owner of the private road intersection between McDonalds and MOMs Mall. That location might need to be named for 911 addressing purposes, and also Right of Way access inquiries are necessary to determine the need for allowing Township access for road/traffic signal work. No action was taken at this time.

- H. The January EMS report was received.
- I. The January Fire Department report was received. Supervisor Paul Whiteman noted that the Fire Department contacts list was submitted for Township Records.
- J. There was no December Parks and Recreation meeting for the month of December 2018.
- K. The Planning Commission meeting for December 2018 was cancelled.
- L. The Township Engineer report for January was received.
- M. Solicitor Eric Brown explained that he recently received an email from the Board of Supervisors regarding boiler burning zoning enforcement. The Supervisors explained that DEP has pollution guidelines that are being reviewed and considered in response to complaints regarding pollutants emitting from a local boiler chimney.

EXECUTIVE SESSION

No Executive Session needed.

SUPERVISORS COMMENTS

Supervisor Paul Whiteman reported that the Carnival stage recently sustained damages from high winds. He noted that he was very appreciative to all the volunteers who worked hard to build the stage. Repairs to the stage have begun.

Supervisor Paul Whiteman inquired about the out of state police cars that were visiting the Township. He was contacted by several residents who were inquiring about the activity. Supervisor Whiteman requested advance notice if possible for future activity that might generate inquiries. Chief Scalia explained that police activity was due to a search occurring within a neighboring Municipality. There were no concerns for Caernarvon Township.

Chairman Styer requested authorization to obtain 2 estimates for additional Police cars. He explained that the Police Department is in need of 2-3 new cars. One new car purchase that was previously approved is on its way for delivery, but 2 more cars are needed to replace cars that are not in good running condition. Jack Griesemer noted that between budgeted amounts in both the accrual and general accounts, the additional leases could be funded. Sandy Styer made a motion to approve obtaining two (2) estimates for

new Police cars, purchase subject to execution of agreement when required for the lease agreement. Jeff Vickers seconded motion. All in favor. Motion carried.

ADJOURNMENT

Sandy Styer made a motion to adjourn meeting. Meeting adjourned at 8:34 p.m. Paul Whiteman seconded motion. All in favor. Motion carried.

Respectfully Submitted,

Joan A. Bair
Township Administrator/Secretary