

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

JANUARY 22, 2019

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on January 22, 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; Jack Hess, Supervisor; Sandra Styer, Supervisor; Jeffrey Vickers, Supervisor; Paul L. Whiteman, Jr., Supervisor; Jack Griesemer, Treasurer; 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.

COMMENTS FROM THE ASSEMBLY

No comments from the assembly.

CORRESPONDENCE

The following correspondence items were previously emailed to the Board of Supervisors:

Ethics Form – Due by May 1, 2019
Keystone Military Families Event – February 9, 2019
PA One Call System Proclamation – April 2019 “PA 811 Safe Digging Month”
PSATs 30th Annual President’s Leadership Award Nominations
PA Department of Conservation and National Resources – Grant Opportunities
PSATs – Road and Bridge Safety Improvement Award Program
Animal Rescue League News and Events

BUSINESS

A. Solicitor Eric Brown presented Resolution No 2019-18 for the Board of Supervisors review and approval. Chairman Styer explained that the Board finds no grounds for denying the liquor license transfer request. Tony Roto, owner of Morgantown Beverage, was present in the assembly and explained that he felt the license transfer would not be an economic benefit to the Township. At the conclusion of the discussion, Sandy Styer made a motion to adopt Resolution No 2019-18 approving the transfer of a liquor license to Sheetz, Inc. located at 3830 Main Street, Caernarvon Township, Berks County, Pennsylvania. Paul Whiteman seconded motion. All in

favor. Motion carried.

B. The Supervisors reviewed the Planning Commission letter dated January 16, 2019 regarding recommended waivers and deferrals for the Morgantown Apartments LDP. Solicitor Eric Brown explained that the Land Development Plans are not ready for approval, however, the Board can approve the recommended waivers and deferrals. No public comments were given regarding the recommendations. Keith Grant, Morgantown Apartments Representative, was present to further explain the recommendations. After these discussions, motions were presented as follows:

- (1) Paul Whiteman made a motion to approve waiver of Section 301.6.a of the SALDO to allow plan scales of one (1) inch equals forty (40) feet (1"=40') one (1) inch equals thirty (30) feet (1"=30') and one (1) inch equals twenty (20) feet (1"=20') for full set. Jeffrey Vickers seconded motion. All in favor. Motion carried.
- (2) Paul Whiteman made a motion to approve waiver of Section E.3.b(6) of Ordinance 299-Excavations within Street Right of Way requiring a 2' grass strip between sidewalk and curb along East Main Street, except to continue to require the grass strip for the ten eastern-most feet of the property. Jeffrey Vickers seconded motion. All in favor. Motion carried.
- (3) Paul Whiteman made a motion to approve deferral of Section 502.15 of the SALDO to not install sidewalk along Morgan Way. Jeffrey Vickers seconded motion. All in favor. Motion carried.
- (4) Paul Whiteman made a motion to approve deferral of Section 502.7 of the SALDO to not install curbing along Morgan Way. Jeffrey Vickers seconded motion. All in favor. Motion carried.

Additionally, Mr. Keith Grant was present to discuss zoning plans for Morgantown Affiliates. He addressed the Township's 30 day time limit for submission, and noted that the project engineer completed the proposed consolidation plan which was forwarded to the Township and PennDot. Mr. Grant explained that his legal counsel recommends the consolidation plan and re-recording of the deed versus a full Land Development Plan submittal. Solicitor Eric Brown noted the 30 day time limit, and emphasized that Morgantown Affiliates plans will need to address the parking use zoning matter and Stormwater Ordinance compliance as advised by Great Valley Consultants. Solicitor Brown also explained that the Board of Supervisors can authorize his attendance at the scheduled hearing, or approve a continuance and grant a 30 day extension to allow additional time for the review and approval of the submitted consolidation plan. At the conclusion of discussions, Jeffrey Vickers made a motion to approve Morgantown Affiliates hearing continuance upon court approval, and approve a 30 day extension contingent upon moving forward with consolidation plan in accordance with Township requirements. Sandy Styer seconded motion. All in favor. Motion carried.

C. The Supervisors reviewed the Planning Commission letter dated January 16, 2019 regarding recommended waivers and deferrals for the Scott & Theresa Moyer Minor Subdivision. After review of the letter dated January 16, 2019, motions were presented as follows:

- (1) Paul Whiteman made a motion to approve waiver of Section 502.3 of the SALDO requiring a minimum street right-of-way width of 53 feet. Sandy Styer seconded motion. All in favor. Motion carried.
- (2) Paul Whiteman made a motion to approve waiver of Section 504.1.c of the SALDO requiring the depth of a residential lot not to exceed 2 to 1. Sandy Styer seconded motion. All in favor. Motion carried.
- (3) Paul Whiteman made a motion to approve deferral of Section 502.7 of the SALDO requiring installation of curbing. Sandy Styer seconded motion. All in favor. Motion carried.
- (4) Paul Whiteman made a motion to approve deferral of Section 502.15 of the SALDO requiring installation of sidewalks. Sandy Styer seconded motion. All in favor. Motion carried.

D. Solicitor Eric Brown explained that currently deeds are being prepared for Right of Way matters pertaining to the Ben Burckhardt Subdivision. No further action needed at this time.

E. The Supervisors inquired about outstanding invoices for the Wexford Court LDP. Solicitor Eric Brown noted that he will follow up with the Developer regarding outstanding invoices.

F. Gina Gerber, Elverson Investors Legal Representative, was present to discuss agreements and final Land Development Plans for Taco Bell. Solicitor Eric Brown explained that the agreements were recently revised. He noted that several requested changes proposed by Developer were rejected, and that the Developer agreed to withdraw the applicable requested changes. Ms. Gerber noted that the Authority and Sewer agreements will be addressed at the upcoming Authority meeting. Solicitor Eric Brown informed the Board that at this time the Taco Bell LDP approval needs to be reaffirmed. After discussions, Sandy Styer made a motion to reaffirm the Taco Bell LDP approval, and to approve the execution and recording of the plans contingent upon the Township Engineer's review and approval. Paul Whiteman seconded motion. All in favor. Motion carried. Additionally, Sandy Styer made a motion to approve the Chairman's signature for the following agreements: (1) Financial Security, (2) Development, (3) Stormwater Management, and (4) Curbing Deferral for the Taco Bell LDP. Jeffrey Vickers seconded motion. All in favor. Motion carried.

G. The Township Solicitor explained that he met with Shed Unlimited developer regarding Phase 2 plans. No further action from the Board of Supervisors is needed at this time.

H. Resolution 2019-17 was presented to the Supervisors. Sandy Styer made a motion to approve Resolution 2019-17, revising Resolution 2019-13 Filling Vacancies in Elected Auditors. Paul Whiteman seconded motion. All in favor. Motion carried.

I. 2018 Township Audit correspondence was presented to the Board of Supervisors. A Township Official's signature is required for the letter that authorizes RKL Representatives to conduct the 2018 audit. Sandy Styer made a motion to approve the Chairman's signature for the letter authorizing RKL to conduct the Township's 2018 audit. Jack Hess seconded the motion. All in favor. Motion carried.

J. Chairman Allen Styer, Police Department Liaison, requested the Board's approval to proceed with the acquisition of the new Dodge Durango police car preapproved back in June 2018, current revised purchase price not to exceed \$31,500.00. Sandy Styer made a motion to approve the new Dodge Durango police car purchase preapproved in June 2018, amount not to exceed \$31,500.00, authorizing John Scalia as the signer and contact for picking up the vehicle and returning signed documents to the Township Office. Jack Hess seconded the motion. All in favor. Motion carried. Additionally, the Supervisors reviewed the retrofit estimate by 10-8 Emergency Vehicle Service in the amount of \$7,899.43 for the new Dodge Durango police car. Solicitor Eric Brown explained that one single transaction under \$11,000.00 does not require additional quotes. After this discussion, Sandy Styer made a motion to approve the new Dodge Durango retrofit installation cost not to exceed \$8000.00. Jack Hess seconded motion. All in favor. Motion carried.

K. The Supervisors reviewed the Guiwell Inc. HVAC Service Contract Proposal for 2019 in the amount of \$2,800.00. Road Foreman Keith McGowan explained that the contract price is the same as last year and includes two (2) annual service visits. Sandy Styer made a motion to approve the 2019 Guiwell Service Contract Proposal in the amount of \$2,800.00. Jeffrey Vickers seconded motion. All in favor. Motion carried.

L. The Supervisors reviewed the Parks and Recreation Resignation Letter received by the Township Office on January 10, 2019. Sandy Styer made a motion to accept the resignation of Mazie Holland as a Parks and Recreation Committee Member. Paul Whiteman seconded the motion. All in favor. Motion carried. Paul Whiteman requested that the Township Secretary prepare a certificate of appreciation for Mazie Holland's service to the Township as a Parks and Recreation Committee Member.

M. The Township Secretary reported that the Republic Services Letter of Credit release request is in process, certified copies needed to complete the process were received.

N. The Supervisors reviewed the Great Valley Consultants letter dated January 22, 2019 regarding escrow releases for Hillside Custom Machining. Sandy Styer made a motion to approve the recommended cash escrow release for Hillside Custom Machining in the amount of \$4,153.37. Paul Whiteman seconded the motion. All in favor. Motion carried. Additionally, Paul Whiteman made a motion to approve the recommended Letter of Credit Escrow Release No 1 for Hillside Custom Machining in the amount of \$209,129.88. Sandy Styer seconded the motion. All in favor. Motion carried.

O. The Supervisors reviewed the Berks County Tax Claim Bureau form for the Certification of Unpaid Tax Bills Submission. No action required.

P. The Supervisors discussed Animal Control options for the Township. Sandy Styer noted that none of the local veterinarian operations have licensed kennels. No action taken at this time.

Q. Township Secretary Joan Bair requested more time for completing the Liquid Fuels MS-965 form, and requested permission to have Supervisors authorize form upon completion, due date is January 31, 2019. Sandy Styer made a motion to authorize needed signatures upon completion of the MS-965 Liquid Fuels Form due by January 31, 2019. Jeffrey Vickers seconded motion. All in favor. Motion carried.

R. The Supervisors discussed the Security Camera Upgrade proposal. Paul Whiteman recommends hiring a consultant to review proposals. Solicitor Eric Brown recommends receiving prices and scope of work to be performed by the Consultant before hiring. Keith McGowan

explained that a quote for three separate systems and prices for each system would be beneficial. The Supervisors requested Keith McGowan to research options for a viable consultant who can review proposals and assist in determining the best option for the Township.

S. The Supervisors discussed the use of the social hall and meeting room for non-profit organizations. The Supervisors agreed that non-profit organizations need to pay a cleaning fee, complete rental agreement and provide an insurance certificate for both the Social Hall and Meeting Room. The Supervisors requested that the Township Secretary inquire about the cleaning fee charged to the Township for the meeting room. Additionally, the Supervisors requested the Township Secretary to contact non-profit organizations that previously used the Township Building for their monthly meetings, and inform them about the required forms and fees.

At the conclusion of the meeting agenda discussions, Keith McGowan, Road Foreman, requested permission from the Board of Supervisors to contact a landowner in the vicinity of Shiloh and California Road regarding drainage issues in a field area that require work to be done outside of the Township's Right of Way. Solicitor Eric Brown explained that upon making contact, if the owner agrees with the proposal, an official agreement will be needed between the Township and the owner.

EXECUTIVE SESSION

No Executive Session was needed.

SUPERVISORS COMMENTS

Chairman Allen Styer explained that the Police Department is still in need of additional vehicles. He foresees seeking approval in the very near future for a Tahoe, estimated amount is \$36,000.00, and an additional Dodge Durango, estimated amount is \$33,000.00 Co Stars price.

ADJOURNMENT

Sandy Styer made a motion to adjourn the meeting. Paul Whiteman seconded the motion. The motion carried unanimously. The meeting adjourned at 7:55 pm.

Respectfully Submitted,

Joan A. Bair
Township Secretary