

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

February 12, 2019

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on February 12, 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; Sandra Styer, Supervisor; Jeffrey Vickers, Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Scott Anderson, Great Valley Consultants; 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.

COMMENTS FROM THE ASSEMBLY:

Ms. Karen Alig expressed concerns about noise along Valley Road coming from freight trucks that are entering and exiting the Business Park in that area. Ms. Alig inquired about the possibility of rerouting those trucks. The Supervisors explained that at this time traffic cannot be rerouted in that area. Township Engineer Scott Anderson noted that future road projects could potentially provide a solution. Supervisor Paul Whiteman explained that Roads inspection in the springtime would be an opportune time to discuss and evaluate the situation.

CORRESPONDENCE

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

Municipal Officials Dinner

PennDot Letter Dated January 31, 2019 – National Bridge Inspection Standards

Reading Area Transportation Study – Next Meeting is March 7, 2019

Board of Elections Letter Dated January 22, 2019

PA Board of Licensing Letter Dated January 28, 2019

LTAP Courses for 2019

Animal Control Services Information – Animal Rescue League

Excellence in Local Government 2019 Classes

Ephrata National Bank Public Funds Notice

DEP Inspection Report Dated January 30, 2019

MRM Annual Meeting April 4, 2019

MABA Newsletter

MINUTES OF THE PREVIOUS MEETING

- A. Sandy Styer made a motion to accept the minutes of January 7, 2019 Reorganization Meeting. Paul Whiteman seconded the motion. Motion carried unanimously (4-0).
- B. Sandy Styer made a motion to accept the minutes of January 7, 2019. Jeff Vickers seconded motion. Motion carried unanimously (4-0).
- C. Sandy Styer made a motion to accept the minutes of January 22, 2019. Jeff Vickers seconded motion. Motion carried unanimously (4-0).

TREASURERS REPORT

The Supervisors reviewed the Treasurer's report. Paul Whiteman made a motion to accept the Treasurers monthly report for the period ending January 31, 2019. Sandy Styer seconded the motion. Motion carried unanimously (4-0).

EXPENSE LIST

The Supervisors reviewed the bill list for February. Sandy Styer made a motion to pay the bills on the February 12, 2019 bill list, amount of \$112,980.92 General Fund; \$4,273.17 Street Light Fund; and \$4,153.37 Escrow Fund. Jeff Vickers seconded the motion. Motion carried unanimously (4-0).

BUSINESS

- A. Chairman Allen Styer presented an appreciation certificate to Mazie Holland for her years of service to the Caernarvon Township Parks and Recreation Committee.
- B. The Supervisors reviewed the PennDot Electronic Access form, Resolution 2019-19. Sandy Styer made a motion to approve Resolution 2019-19. Paul Whiteman seconded motion. Motion carried unanimously (4-0).
- C. No updates were provided for Morgantown Affiliates plans.
- D. The Supervisors reviewed an outstanding invoice for Wexford Court LLC. Township Engineer explained that the fees charged were accurate. The Supervisors requested that the Solicitor send a collection letter to Wexford Court LLC.
- E. Township Engineer Scott Anderson explained to the Board that he received revised plans for the Scott and Theresa Moyer Subdivision LDP, additional information is needed to complete the review. Solicitor Eric Brown noted that he spoke with Bill Witman from Witman Engineers regarding the existing structure that is being used for storage, which is a use permitted in that zone. Mr. Moyer noted that the driveway plans remain the same, and he is requesting the Board's approval for the proposed Subdivision Plan. Solicitor Eric Brown proceeded to request the Board's approval for the rendered Decision in connection with the Final Minor Subdivision Application of Scott and Theresa Moyer ("Applicants"). Sandy Styer made a motion to approve the Decision in connection with the Final Minor Subdivision Application of Scott and Theresa Moyer, plan dated December 5, 2018, last revised January 15, 2019; plan approval subject to certain conditions more fully set forth in the Decision Findings of Fact and Discussion, the satisfaction of outstanding Great Valley Consultants review letter items including the pole barn

accessory use, and Solicitor's satisfaction of shared parking easement. Paul Whiteman seconded motion. Motion carried unanimously (4-0).

F. The Supervisors reviewed Resolution No 2019-20, memorializing Right of Way items for the Burckhardt Subdivision LDP. Paul Whiteman made a motion to approve Resolution No 2019-20. Jeff Vickers seconded motion. Motion carried unanimously (4-0). Next, Solicitor Eric Brown requested the Board's approval to reaffirm the Burckhardt Subdivision LDP, original approval date November 13, 2018. Paul Whiteman made a motion to reaffirm the approval for the Burckhardt Subdivision LDP. Jeff Vickers seconded motion. Motion carried unanimously (4-0).

G. Steve Stoltzfus was present in the assembly to explain to the Board that Sheds Unlimited Phase 2 plans are forthcoming to the Township Office.

H. The Supervisors discussed the revised snow removal warning notice. Roads Foreman Keith McGowan suggested the form be printed post card size for mailing warnings to those who are pushing snow onto public roadways. Solicitor Eric Brown noted that administrative staff handling would be appropriate for the notices. The Supervisors approved the revision.

I. Township Engineer Scott Anderson has a contact for addressing the easement and road assignment for McDonald's and the former MOMs mall location. Roads Foreman Keith McGowan explained that the easement is needed for any necessary repair/maintenance work, including pavement markings and signage, for the traffic signal at that location. The Township is the permit holder for the traffic signal at that intersection.

J. The Supervisors further discussed the social hall use policy for non-profit organizations and the need to charge a cleaning fee. Recently, additional cleaning was necessary for the bathrooms and floor after a non-profit's use of the social hall.

K. Chairman Allen Styer provided the Supervisors with a Vector Security proposal for the Township's Security System Upgrade. Chairman Styer recommended the Board's approval to hire consultant Lee Whitmoyer from Jalla Technologies to review the security system proposals and determine if proposal meets the Township's needs. Mr. Whitmoyer's company Jalla technologies installed the Township's original telephone equipment and is knowledgeable about telecommunications and security systems. Sandy Styer made a motion to approve the hiring of Lee Whitmoyer from Jalla Technologies as a Consultant to review proposals for the Township's security system upgrade. Paul Whiteman seconded motion. Motion passed unanimously. Also, Sandy Styer made a motion to approve up to 8 hours of consultation time at the rate listed for Option B noted on the provided Fee Schedule. Jeff Vickers seconded motion. Motion carried unanimously (4-0).

L. The Supervisors reviewed proposed letter for distribution to Township residents regarding the Board's decision to not adopt the Animal Rescue League (ARL) agreement for animal control services. The Supervisors requested the Township Secretary incorporate recommended revisions and forward a final version for the Board's review and approval.

M. The Supervisors discussed registration for the upcoming PSATs Annual Conference. Supervisor Jeff Vickers expressed interest in receiving more information about the conference. Group registration is encouraged. Township Secretary Joan Bair will coordinate online group

registration to save costs. Township Solicitor Eric Brown noted that there are also informative sessions for Township Secretaries.

TOWNSHIP REPORTS

- A. Secretary/Administrator reported the following: (1) Draft audit board minutes were included in Supervisors' meeting packets. It was noted that the bonding insurance for Treasurer and Secretary has a new provider, new bill is included on current bill list; (2) The Joint Comprehensive Plan Update committee recently reviewed the transportation section of the comp plan. Updates for that section include conditions of bridges, transit options, and walking trails; and, (3) Future plans for the meeting room projector system will require researching projector cost estimates including a large television screen.
- B. Supervisor Paul Whiteman reported that the carnival committee will begin meeting this month. Options for vendors and entertainers will be considered. Supervisor Whiteman also noted that reconstruction of the carnival stage will be underway.
- C. The Supervisors reviewed the Maintenance Report. Supervisor Paul Whiteman noted that the Valley Road traffic loop repairs were completed. He noted camera estimate of \$17,000.00+. In addition, he mentioned the safety concerns at the Route 401 and Route 203 intersection, and the need for a traffic signal. Township Engineer Scott Anderson noted that grants are available for performing a study related to the safety concerns. He explained that the initial step would be to contact PennDot, at the Board's discretion. Paul Whiteman made a motion to authorize Scott Anderson to contact PennDot regarding a traffic study request for the Route 401 and Route 203 intersection. Jeff Vickers seconded motion. Motion carried unanimously (4-0).

Also, Roads Foreman Keith McGowan discussed a recent repair quote that was provided to the Parks & Recreation Board for several South Street Basketball court lights. The Supervisors took no action at this time, but will address item at a later date and determine what action is to be taken. In addition, Roads Foreman McGowan noted that there is a fussball table in the Social Hall cloak room that needs to be relocated. Supervisor Sandy Styer noted that she will contact the Parks & Recreation Chairman and advise him to coordinate relocating the fussball table from the social hall cloak room.

Keith McGowan also noted that a date will soon be set for the spring roads inspection.

- D. The monthly SEO Report was reviewed.
- E. The monthly Library Report was reviewed.
- F. The monthly Tax Collector Report was reviewed.

- G. The monthly Police Report was received. Chief John Scalia informed the Supervisors that the installation of equipment for the new Dodge Durango is in process.
- H. The monthly Zoning/Code Enforcement Officer Report was reviewed.
- I. The monthly EMS report was reviewed.
- J. The monthly Fire Department report was reviewed.
- K. The Parks and Recreation January 28, 2019 draft minutes and Request List were reviewed. Township Administrator/Secretary will coordinate sending donation letters for the upcoming Easter event.
- L. The Planning Commission January 15, 2019 draft minutes were reviewed.
- M. The monthly Engineer's Report was reviewed. Township Engineer Scott Anderson gave a brief report on the Morgantown Apartments LDP. The project manager for that LDP is working on sight triangle requirements that need to be addressed. Engineer Anderson also noted that PennDot paving work is to begin in April for Main Street/Route 23.

Additionally, Engineer Anderson briefed the Board about several LDP submissions for the upcoming Planning Commission meeting. He also noted that construction plans for the Taco Bell LDP will begin in approximately 3-4 weeks.
- N. Solicitor Eric Brown reported updates to the Board. He noted that the upcoming hearing for Morgantown Affiliates is scheduled for March 1, 2019. Solicitor Brown also reminded the Supervisors about the upcoming Casino Public Hearing scheduled for March 4, 2019 at 4pm. He noted that the hearing is not a review of proposed Land Development Plans. He also explained that the Board of Supervisors is permitted to attend the Casino public hearing.

EXECUTIVE SESSION

No Executive Session needed.

SUPERVISORS COMMENTS

Supervisor Paul Whiteman commended Roads Foreman Keith McGowan for a job well done during the recent snow event.

ADJOURNMENT

Sandy Styer made a motion to adjourn meeting. Meeting adjourned at 8:30 p.m. Paul Whiteman seconded motion. Motion carried unanimously.

Respectfully Submitted,

Joan A. Bair
Township Administrator/Secretary