

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

APRIL 23, 2019

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on April 23, 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 (arrived at 7:50pm); Jeffrey Vickers, Supervisor; Paul L. Whiteman, Jr., 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.

COMMENTS FROM THE ASSEMBLY

Brian Licitra, Resident, remarked that the library parking lot is in need of repairs. The Supervisors explained that this item will be placed on the list of items to be budgeted.

CORRESPONDENCE

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

Transportation in PA Survey
Census Jobs
PA 811 Southeast Safety Day Conference
County of Berks Assessment Appeals Notice

BUSINESS

A. Morgantown Apartments LDP- Supervisors reviewed the Township letter sent requesting approval from PennDot for the speed limit reduction from Morgan Way to Valley Road on East Main Street. No action required at this time. Paul Whiteman made a motion to acknowledge receipt of Morgantown Apartments LDP time extension to July 24, 2019. Jeff Vickers seconded motion. Motion carried unanimously.

B. Wexford Court LDP – Paul Whiteman made a motion to approve Wexford Court Escrow Release Request No. 1 recommended by the Township Engineer, per GVC letter dated March 25, 2019, in the amount of \$2,103.85. Jack Hess seconded motion. Motion carried unanimously.

C. Sheds Unlimited Phase 2 – No updates to report.

D. Lots 2A and 2B – Paul Whiteman made a motion to acknowledge receipt of Lots 2A and 2B LDP time extension to August 1, 2019. Jeff Vickers seconded motion. Motion carried unanimously.

E. Morgantown Affiliates – No update to report.

F. Multimodal Transportation Grant Agreement – PennDot recently held a kick-off meeting, Engineer Scott Anderson and Administrator Joan Bair were in attendance on behalf of the Township. The project initiation form submission is in process. More details to follow at the next Board of Supervisors meeting.

G. Moms Mall and McDonald's Address Assignment – Foreman McGowan reported that Engineer Scott Anderson is making progress with locating additional information regarding easement.

H. New Police Car Purchase – Jeff Vickers made a motion to approve and adopt Resolution 2019-21, as is, regarding the Master Lease with Fulton Bank N.A. for a new 2019 Dodge Durango. Paul Whiteman seconded motion. Motion carried unanimously. Jack Hess made a motion to approve payment to Fulton Bank N.A. for inclusion with the approved Master Lease. Paul Whiteman seconded motion. Motion carried unanimously.

I. Security Camera Upgrade – Chief John Scalia reported that he is currently working on obtaining 3 quotes.

J. Smart TV donation – Administrator Joan Bair reported that the 75" Samsung TV was delivered and that the installation is in process.

K. Park & Recreation Resignation Letter – Paul Whiteman made a motion to accept Nora Filmore's resignation from the Park & Recreation Board effective April 22, 2019. Jeff Vickers seconded motion. Motion carried unanimously. Paul Whiteman made a motion to approve a certificate be presented to Nora Filmore for her dedication and service to the Park & Recreation Committee. Jack Hess seconded motion. Motion carried unanimously.

L. Township Administrator reported that the MAA and Soccer Field Agreements have been signed and returned to the Township Office.

M. Workers Comp Panel of Doctors – Paul Whiteman made a motion to accept and adopt the MRM Workers Comp Panel of Doctors. Jeff Vickers seconded motion. Motion carried unanimously.

N. Personnel Manual Updates – Jeff Vickers made a motion to accept and adopt the revised Floating Holiday policy. Jack Hess seconded motion. Motion carried unanimously. Paul Whiteman made a motion to accept and adopt the Non-CDL job description, with the exclusion of valid PA CDL job requirement. Jeff Vickers seconded motion. Motion carried unanimously.

O. Swamp Road Letters – No action required at this time.

P. Tourism Improvement District (TID) Program – The Supervisors requested feedback be obtained from local businesses interested in joining TID. No action required at this time.

Q. Administrator reported that the Township account has been setup for the Dot Grants program, a PennDot representative has offered to provide training in May.

R. Animal Control Services – No action required at this time.

S. Fuel System Upgrade – Foreman Keith McGowan reported that cost estimate for the fuel system upgrade is approximately \$2,275.00. No action required at this time.

T. Playground Equipment Repairs/Inspection – The Supervisors requested Foreman Keith McGowan coordinate the removal of the springs from the broken alligator equipment at Friendship Park. Replacement equipment will be determined at a later date.

U. Community Cleanup Event – No information was available. The Supervisors requested that Township Administrator contact Nora Filmore regarding Community Cleanup for this year. Supervisor Paul Whiteman remarked about this year's street sweeping service. The quality of service this year didn't appear to be as good as previous years.

V. Township Anniversary– Supervisor Paul Whiteman explained that an Township Anniversary committee is in the planning stages. This 2020 event will take place in conjunction with next year's Carnival event.

EXECUTIVE SESSION

No Executive Session needed.

SUPERVISORS COMMENTS

Supervisor Paul Whiteman explained to the Board that the Township Building sewage system pipe has clogging issues that will need to be addressed in the near future. First estimate received for the work is \$9,200.00. Additional estimates forthcoming. No action required at this time.

Supervisor Paul Whiteman requested approval for deposit payment in the amount of \$500.00 made payable to Jessica Zimmerman Band for carnival entertainment. Sandy Styer made a motion to approve deposit check made payable to Jessica Zimmerman in the amount of \$500.00. Jeff Vickers seconded motion. Motion carried unanimously. Jack Hess made a motion to approve a payment made payable to Colt Grazioli in the amount of \$126.14 for Carnival building materials. Sandy Styer seconded motion. Motion carried unanimously.

ADJOURNMENT

Paul Whiteman made a motion to adjourn the meeting. Jeff Vickers seconded the motion. The motion carried unanimously. The meeting adjourned at 8:05 pm.

Respectfully Submitted,

Joan A. Bair
Township Secretary