

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

May 14, 2019

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on May 14, 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; Jack Hess, Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Scott Anderson, Great Valley Consultants; Jack Griesemer, Treasurer; 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:

Judd Eisenhard, Township Resident, was present to discuss his concerns about 2 detention ponds in his community maintained by property owners. He explained that the ponds are not properly draining which could potentially cause an increase in mosquito development, and the current drainage issue is causing erosion by the creeks. Township Engineer Scott Anderson explained that the Conservation District is a good resource to contact for more information regarding guidelines for properly maintaining those detention ponds.

CORRESPONDENCE

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

Tails, Trails, & Ales

History of Grace Mines Event, May 14, 2019

PSATs Township Legal Defense Partnership Newsletter

MABA May Newsletter

Tri-County Heritage Society Spring 2019 Newsletter

Chester County Tax Collection Committee - Meeting Notice

County of Berks Board of Elections Sample Ballot

Grace Industries, Hartz Mill Bridge Work

Berks County Conservation District – West Nile Virus Monitoring

Reading Area Transportation Study – Meeting Notice

DEP Earth Disturbance April 18, 2019 Inspection Report

Berks County Redevelopment Authority FY19 Plan Summary

MINUTES OF THE PREVIOUS MEETING

- A. Sandy Styer made a motion to accept the minutes of April 9, 2019 Board of Supervisors meeting. Paul Whiteman seconded the motion. Motion carried unanimously.
- B. Paul Whiteman made a motion to accept the minutes of April 23, 2019 Board of Supervisors Workshop meeting. Jack Hess seconded motion. Motion carried unanimously.

TREASURERS REPORT

The Supervisors reviewed the Treasurer's report. Sandy Styer made a motion to accept the Treasurers monthly report for the period ending April 30, 2019. Jeff Vickers seconded the motion. Motion carried unanimously.

EXPENSE LIST

The Supervisors reviewed the bill list for May 14, 2019. Paul Whiteman made a motion to pay the bills on the May 14, 2019 bill list, amount of \$214,359.49 General Fund; \$20,000.00 Liquid Fuels Fund; \$4,272.74 Street Light Fund; \$6,595.50 Building Tax Fund; and, \$1,251.14 Accrual Fund. Jack Hess seconded the motion. Motion carried unanimously.

BUSINESS

A. Chairman Styer presented a Certificate of Appreciation to Nora Filmore for her years of dedicated service to the Park & Rec committee.

B. Keith Grant, Morgantown Affiliates, was present to discuss driveway plans. Township Engineer Scott Anderson informed the Supervisors that the Stormwater plan submission is currently under review. At this time, Mr. Grant is asking for the Board's approval to keep the driveway access open for business patrons while the PennDot HOP application is under review for approval. Township Solicitor Eric Brown explained the Township Ordinance requirements for driveways. At this time, the Board of Supervisors concurred on allowing use of the driveway while protecting the public safety, subject to erecting proper traffic control signage to limit turning at the driveway egress consistent with PennDot's initial recommendations. Also, at this time the Board is willing to defer the curbing requirement pending approval and issue of the PennDot HOP.

C. Sheds Unlimited Phase 2 Update – DEP review letter was received. Review of plans continue to move forward.

D. Kidjoy Release Request – Paul Whiteman made a motion to approve GVC recommendation for the full release of the Kidjoy cash escrow in the amount of \$25,789.14, subject to satisfaction of any outstanding Township bills. Sandy Styer seconded motion. Motion carried unanimously.

E. Wexford Court Release Request – Upon recommendation of the Township Engineer, Paul Whiteman made a motion to approve the release of \$997.50 for KeyBank Letter of Credit No. 1 and the release of \$3,765.00 for KeyBank Letter of Credit No. 2, subject to satisfaction of any outstanding Township bills. Jeff Vickers seconded motion. Motion carried unanimously.

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F. Zoning Hearing Board (ZHB) Application for Main Street Lot #3 – ZHB meeting scheduled for May 23, 2019 at 7:30 p.m. The Supervisors reviewed the application.

G. Smart TV Donation for Meeting Room – Sandy Styer made a motion to accept the 75” Samsung Smart TV for the Township meeting room, donated by Service Electric. Jeff Vickers seconded motion. Motion carried unanimously. The Board requested the Township Administrator send a thank you letter on behalf of the Township.

H. Security Camera Upgrade – For third quote, the Vendor’s contact information changed, updated information is needed. No action taken at this time.

I. Swamp Road Letters Update – No report at this time.

J. Assigning Addresses for MOMs Mall and McDonald’s Location – Township Engineer Scott Anderson informed the Board that the County has received the information regarding the proposed access road name, St. Thomas Drive. This action item is ongoing, updates will be provided at a future meeting.

K. Animal Control Services Update – No report at this time.

L. Shiloh Road/XTL Multimodal Grant – Sandy Styer made a motion to approve Chairman Styer signing the Cooperation Agreement Between The Township of Caernarvon and XTL, Inc. Jack Hess seconded motion. Motion carried unanimously.

M. Fire Police Request for Carnival Event – Jeff Vickers made a motion to approve Fire Police Request for Morgantown Carnival 2019 to be held on June 11-15, 2019. Sandy Styer seconded motion. Motion carried unanimously.

N. Fire Police Request for Warwick Village Walk & Town Talk Event – Sandy Styer made a motion to approve Fire Police Request for Warwick Village Walk & Town Talk to be held on June 27, 2019. Jeff Vickers seconded motion. Motion carried unanimously.

O. Township Building Sewage Pipe System – Additional quotes are forthcoming. No action taken at this time.

P. Personnel Manual Updates – No updates available at this time.

Q. Playground Equipment Quote – Sandy Styer made a motion to approve the purchase of the Miracle Recreation Flippo Off-Spring Playground Replacement Equipment for Friendship Park in the amount of \$1,304.11. Jack Hess seconded motion. Motion carried unanimously.

R. Tourism Improvement District (TID) Update – One local business submitted a letter of interest. No action taken at this time.

S. New Police Car Upfit Purchase Order Approval – Jeff Vickers made a motion to approve the 10-8 Emergency Vehicle Service Purchase Order for the New Dodge Durango 32-7 in the amount of \$8,322.48. Sandy Styer seconded motion. Motion carried unanimously.

T. Berks County Association of Township Officials Resolution Form – No action taken.

U. PPL Community Roots Program – No action taken.

V. DEP Grant Agreement Approval for Twin Valley Road Project – Sandy Styer made a motion to approve ratification of both Chairman and Secretary signatures to meet the deadline

for the Twin Valley Road DEP Grant Agreement. Paul Whiteman seconded motion. Motion passed unanimously.

W. Resolution No. 2019-22, Appointing Library Board Members – Sandy Styer made a motion to approve Resolution No. 2019-22 Appointing Anna Carter and Jack Hartman as members of the Library Board. Jack Hess seconded motion. Motion carried unanimously.

X. Resolution No. 2019-23, Opposition To Pennsylvania House Bill 349 – Sandy Styer made a motion to approve Resolution No. 2019-23, Opposition To Pennsylvania House Bill 349. Paul Whiteman seconded motion. Motion carried unanimously.

TOWNSHIP REPORTS

- A. Secretary/Administrator reported the following: (1) The Southern Berks Joint Comprehensive Plan Update committee continues to review the comprehensive plan for updates needed - May meeting has been cancelled, (2) Archives project continues; and, (3) No annual community cleanup this year, the Morgantown Community Church is sponsoring their “serve day” sometime in July. Supervisor Whiteman suggested this event be coordinated with Earth Day next year, if possible.
- B. Supervisor Paul Whiteman reported that carnival committee meetings continue weekly, carnival is just four weeks away. Steve Stoltzfus, Sheds Unlimited, continues providing assistance for stage construction work.
- C. The Supervisors reviewed the monthly Maintenance Report. Supervisor Whiteman discussed fuel pump upgrades needed. Item tabled for now until Foreman Keith McGowan returns.
- D. The monthly SEO Report was received.
- E. The monthly Library Report was received.
- F. The monthly Tax Collector Report was received.
- G. The monthly Police Report was received. Chairman Styer explained that a quote for an electric patrol bike was forwarded for review. No action taken at this time.
- H. The monthly Zoning/Code Enforcement Officer Report was received.
- I. The monthly EMS report was received.

- J. The monthly Fire Department report was received. Supervisor Whiteman reminded everyone about the upcoming Fire Department BBQ and Wing Competition to be held at the Carnival Grounds this Friday and Saturday.
- K. The Parks and Recreation April meeting was cancelled, no minutes for review.
- L. The Planning Commission April meeting was cancelled, no minutes for review.
- M. The monthly Engineer's Report was received. Township Engineer Scott Anderson reported the following: (1) A revised Casino LDP is forthcoming to comply with conditions imposed by the Board; (2) Main Street paving work will begin after July 4th, work will be done during night time hours approximately 7 p.m. to 6 a.m.; (3) Hartz Mill Bridge work will soon begin and will be a "hard" closure, and (4) 2019 Streets Projects were reviewed by GVC. GVC provided recommendations for awarding bids.

After 2019 Streets Projects discussion, motions were presented as follows:

Paul Whiteman made a motion to accept the bids and to award the bid for the 2019 Maintenance Project to Asphalt Maintenance Solutions LLC to include items 'A' thru 'F' inclusive, for a bid price of \$66,930.88, subject to contract compliance with the bid specifications, and to authorize the signing of the contract proposal. Sandy Styer seconded motion. Motion carried unanimously.

Sandy Styer made a motion to accept the bids and to award the bid for the 2019 Street Construction Project, Base Bid only, to H&K Group, Inc., to include items 'A' thru 'G' for a bid price of \$253,318.22, subject to contract compliance with the bid specifications, and to authorize signing of the contract proposal. Jeff Vickers seconded motion. Motion carried unanimously.

Sandy Styer made a motion to authorize the signature and delegation of 2019 Streets Projects change order approvals to Chairman Allen Styer. Jeff Vickers seconded motion. Motion carried unanimously.

- N. Solicitor Eric Brown reported the following: (1) Morgantown Affiliates June 28, 2019 hearing date; and, (2) Morgantown Apartments sidewalk, curbing and guiderail plans will be presented to the Township Planning Commission for review.

SUPERVISORS COMMENTS

No comments.

ADJOURNMENT

Sandy Styer made a motion to adjourn meeting. Jeff Vickers seconded motion. Motion carried unanimously. Meeting adjourned at 8:45 PM.

Respectfully Submitted,

Joan A. Bair
Township Administrator/Secretary