

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

June 10, 2019

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on June 10, 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; 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; The following Supervisor was not present: Paul Whiteman Jr.

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

PennDot Notice of Payment Liquid Fuels March 2019
PSATs News Bulletin April-May 2019
BARTA Proposed Route and Schedule Changes
DEP Earth Disturbance Report Dated 5/23/19
Reading Area Transportation Study Meeting Notice
Coffee With a Cop Event July 28, 2019, 12NOON-2pm
PSATs Memo – Youth Awards Contest
Emergency Management for Elected Officials – June 27, 2019

MINUTES OF THE PREVIOUS MEETING

- A. Sandy Styer made a motion to accept the minutes of May 14, 2019 Board of Supervisors meeting. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.

TREASURERS REPORT

The Supervisors reviewed the Treasurer's report. Sandy Styer made a motion to accept the Treasurers monthly report for the period ending May 31, 2019. Jack Hess seconded the motion. Motion carried unanimously, 4-0.

EXPENSE LIST

The Supervisors reviewed the bill list for June 10, 2019. Jeff Vickers made a motion to pay the bills on the June 10, 2019 bill list, amount of \$208,426.90 General Fund; \$4,272.74 Street Light Fund; \$79,829.76 Building Tax Fund; and, \$19,198.37 Accrual Fund. Sandy Styer seconded the motion. Motion carried unanimously, 4-0. Township Treasurer Jack Griesemer requested approval for an additional accrual category/line item to save for a new Maintenance Salt Shed. Jeff Vickers made a motion to add an accrual line item for a new Maintenance Salt Shed beginning 2020 budget time. Sandy Styer seconded motion. Motion carried unanimously, 4-0. Additionally, Chairman Styer requested increasing the budgeted expense amount for the Township Emergency Management line item beginning 2020 budget time.

BUSINESS

A. Morgantown Apartments LDP Update – No decision made at this time. The Supervisors acknowledged receipt of PennDot letter dated May 10, 2019 regarding the concern with the speed limit on SR 0023 (East Main Street).

B. Morgantown Affiliates Plan Update – Engineer Scott Anderson explained that stormwater and HOP plans are forthcoming.

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

D. Kidjoy Release Request – Release is in process pending satisfaction of outstanding Township bills.

E. Wexford Court Release Request – Release is in process pending satisfaction of outstanding Township bills.

F. Zoning Hearing Board (ZHB) Application for Main Street Lot #3 – Application was granted approval by ZHB.

G. Security Camera Upgrade – Updated Vector quotes are forthcoming for approval.

H. Emergency Declaration – (1) Sandy Styer made a motion to ratify Proclamation 2019-01. Jeff Vickers seconded motion. Motion carried unanimously, 4-0; (2) Sandy Styer made a motion to approve May 28, 2019 Emergency Meeting Minutes. Jack Hess seconded motion. Motion carried unanimously, 4-0; (3) Sandy Styer made a motion to ratify Berks County Message Board Agreement. Jeff Vickers seconded motion. Motion passed unanimously, 4-0; (4) Sandy Styer summarized draft list of storm recovery donations. List will be revised to include grouping individuals into one category. The Supervisors acknowledged receipt of the Penn National monetary donation in the amount of \$5,000.00 in response to the tornado-related damage assessment, recovery and cleanup efforts. The Supervisors asked the Township Administrator to send a thank you letter.

I. Assigning Addresses for MOMs Mall and McDonalds – Township Engineer Scott Anderson informed the Board that the County received the applicable map for determining the road name. A sample notification letter for neighboring properties is forthcoming.

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

K. Shiloh Road/XTL Multimodal Grant – Township Engineer Scott Anderson informed the Board that the proposed project initiation form is forthcoming.

L. The Supervisors acknowledged receipt of the Moreview Blvd letter received by the Township Office on May 22, 2019. The Supervisors requested that the Township Engineer contact Ridge Creek Partnership regarding their letter.

M. Fuel System Upgrade Update - Road Foreman Keith McGowan recommended this item be tabled for now and be revisited during the 2020 budget planning time.

N. Township Building Sewage Pipe System – Road Foreman Keith McGowan is waiting for quotes.

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

P. Playground Equipment Replacement – Road Foreman Keith McGowan reported that replacement parts have been ordered.

Q. Tourism Improvement District (TID) Update – No update at this time.

R. Community Cleanup Event – The Township Administrator informed the Board that this year's event is sponsored by Morgantown Community Church and is scheduled for July 14, 2019.

S. Township Anniversary Planning Update – The Supervisors discussed the possible parade route for this event which is set to take place in conjunction with the 2020 Carnival.

T. Awarded 2019 Streets Project Bids – Township Engineer Scott Anderson explained that a change order is in process. H&K will begin the road work within 1-2 weeks.

U. Carnival Contract for Lamar Signs – Sandy Styer made a motion to ratify Lamar Signs contract for advertising the June 11-15, 2019 carnival event. Jack Hess seconded motion. Motion carried unanimously, 4-0.

V. Mowing Operations – A copy of the PennDot mowing operations was reviewed by the Board of Supervisors. Sandy Styer made a motion for the Township Administrator to send a letter to PennDot requesting a review of the mowing state contract to determine and incorporate any cost increases incurred by the Township for the additional manpower hours required for mowing operations. Jeff Vickers seconded motion. Motion carried unanimously, 4-0.

W. Swamp Road Update – Road Foreman Keith McGowan reported that most of the items are a work in progress. Foreman McGowan added that a boulder still remains within the Township's Right of Way at the location of 11 Rock Ridge. It was noted that the boulder should properly be relocated so that it is not within the Township's Right of Way.

X. Park Rules – The Supervisors reviewed the park rules and requested that Ordinance #188 be included on the June 25, 2019 Workshop agenda for discussion.

TOWNSHIP REPORTS

- A. Secretary/Administrator reported the following: (1) The Township has a box of old cell phones that are inoperable. Sandy Styer made a motion to approve the factory reset and recycling/disposal of 24 Verizon Flip Phones and 4 Motorola Cell Phones, all equipment

valued at less than \$100.00. Jack Hess seconded motion. Motion carried unanimously, 4-0. (2) The Southern Berks Joint Comprehensive Plan Update committee continues to review the comprehensive plan for updates needed – Future Land Use is the topic for the upcoming June meeting, (3) Projects Update: Archives project continues, shelving units to be installed.

- B. Carnival Committee – Supervisor Jack Hess reminded everyone that the carnival starts tomorrow evening.
- C. The Supervisors reviewed the monthly Maintenance Report. Road Foreman Keith McGowan reported the following: (1) Several dying trees in the Morgan Circle Park will no longer be sprayed. Township Solicitor Eric Brown referenced the Second Class Township Code regarding tree removal procedures; (2) It was recommended that a Memorial area with a plaque be established at the Morgan Circle Park, and that the Joe Thomas Memorial tree be planted at that location. Supervisor Jack Hess will inform the Park and Recreation Committee; (3) Approval was requested for the purchase of 3 power outage generators for traffic signals located at Main & Interstate, Main & Valley Road, and Main & Route 10. Sandy Styer made a motion to approve the purchase of 3 power outage generators to be installed at 3 traffic signals located at Main & Interstate, Main & Valley Road, and Main & Route 10, amount not to exceed \$8,000.00. Jeff Vickers seconded motion. Motion carried unanimously, 4-0. Road Foreman McGowan suggested that generators be integrated into any new traffic signals to be installed within the Township; (4) Road Foreman McGowan explained that beginning on or about June 24, 2019 summer help will be scheduled to work for the Maintenance Department. Sandy Styer made a motion to approve conditional employment for a new hire, Part-Time (Seasonal) Maintenance employee, Dominick Kennedy, beginning on or about June 24, 2019. Jack Hess seconded motion. Motion carried unanimously, 4-0.
- 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.
- 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.
- K. The Parks and Recreation draft May 20, 2019 meeting minutes were reviewed.

- L. The Planning Commission draft May 21, 2019 meeting minutes were reviewed.
- M. The monthly Engineer's Report was received. Township Engineer Scott Anderson reported the following: (1) Sunoco will be requesting an extension for their current Highway Occupancy Permit which expires in September 2019; (2) Hillside was issued a Use and Occupancy permit, site improvements continue; (3) XTL has stopped site work to reevaluate the project plans; (4) PennDot's paving project for Main Street begins in July; (5) The Mill Road detour for bridge replacement project has begun, and bridge will remain closed through the Summer.
- N. Solicitor Eric Brown requested an Executive Session to discuss legal matters.

The Supervisors recessed for an Executive Session at 8:30 PM. Chairman Styer called the meeting back to order at 8:50 PM indicating that the purpose of the executive session was to discuss legal issues. No votes were needed at this time.

SUPERVISORS COMMENTS

Supervisors Jack Hess and Jeff Vickers encouraged everyone to attend the carnival which begins tomorrow evening at 6PM.

ADJOURNMENT

Sandy Styer made a motion to adjourn meeting. Jack Hess seconded motion. Motion carried unanimously, 4-0. The meeting was adjourned at 8:52p.m.

Respectfully Submitted,

Joan A. Bair
Township Administrator/Secretary