

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

JUNE 25, 2019

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on June 25, 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; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; 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

Diane Schenk, Pennwood Farms resident, was present to address her complaint letter dated June 25, 2019. The Supervisors explained that the Public Works department is doing their best to maintain the Township's common grounds. Seasonal workers started this week and will be assisting with mowing operations.

CORRESPONDENCE

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

**PA One Call 2018 Annual Service Fee Rebate Check
MABA Newsletter June 2019
Berks County Public Works Association – July 18, 2019 Meeting Notice
County of Berks Board of Elections Notice Dated June 17, 2019
Animal Rescue League (ARL) Letter Dated June 12, 2019
Energy Transfer Partners – DEP Permit for Pipeline
7th Annual Berks County Water & Sewer Association Conference
Lowe's \$10 Rebate Card Received**

BUSINESS

A. Morgantown Apartments LDP- Solicitor Eric Brown informed the Board that the Morgantown Apartments PC review deadline is July 24, 2019. The speed limit reduction response from PennDot is forthcoming.

B. Wexford Court LDP Letter of Credit Release Update – Outstanding bills were paid and the letter of credit release is in process.

C. Assigning New Addresses to Wexford Court Construction – Sandy Styer made a motion to approve the proposed addresses presented for Wexford Court Lots 7-15. Paul Whiteman seconded the motion. Motion carried unanimously.

D. Kidjoy Letter of Credit Release Update – Kidjoy’s project coordinator requested that the outstanding Township bills for the project be deducted from Kidjoy’s cash escrow balance. The remaining escrow balance will be placed on the July bill list for approval.

E. Sheds Unlimited Phase 2 Project Update – No update at this time.

F. Taco Bell Readdressing Request - Paul Whiteman made a motion to approve the proposed address of 905 Heritage Drive for the new Taco Bell. Jeff Vickers seconded motion. Motion carried unanimously.

G. Garschagen Property Address Request – Jeff Vickers made a motion to approve the Garschagen property/private lane address request for 55 Alecs Ln, subject to the property owner identifying and recording the address as a private lane. Sandy Styer seconded motion. Motion carried unanimously.

H. Morgantown Affiliates Update – Solicitor Eric Brown explained that the upcoming hearing for the Morgantown Affiliates situation is scheduled for Friday, June 28, 2019. The HOP for the project has been submitted to PennDot for approval. Jeff Vickers made a motion to withdraw the complaint against Morgantown Affiliates subject to the Township Engineer confirming that the outstanding issues have been satisfactorily addressed by the landowner. Sandy Styer seconded motion. Motion carried unanimously.

I. Assigning Moms Mall and McDonald’s Addresses – No update at this time.

J. Park Updates – (1) Ordinance #188 review continues. No action taken at this time; (2) The Friendship Park playground equipment repair/replacement has been completed.

K. Security Camera Update – No update at this time.

L. Personnel Manual Updates – (1) The Supervisors reviewed the “Township New Hire Checklist”. Solicitor Eric Brown explained that he and the Chief are currently reviewing hiring procedures for the Police Department; (2) The CDL draft job description is currently under review, no action taken at this time.

M. Swamp Road Letters – No update at this time.

N. Tourism Improvement District Update – No action taken. Township Administrator will report any new developments for the project as they arise.

O. Animal Control Services Update – Chairman Styer informed the Board that Safety Net Sanctuary, a non-profit animal sanctuary, received approval for a license. Solicitor Eric Brown reviewed the sample contract and will provide a recommendation for the next meeting.

P. Resolution 2019-24 – Draft resolution for disposal of old/out of service Township cell phones is forthcoming.

Q. Township Anniversary Plans – Supervisor Jack Hess reported that next year’s Township anniversary plans and committee will be coordinated by the Park and Recreation Board. A follow up report will be provided at a later date.

R. Moreview Blvd Letter Update – No update reported at this time.

S. New Hire Pay Rate for Seasonal Maintenance Employee – Jeff Vickers made a motion to approve \$12.00 per hour pay rate, mowing pay rate, for the new Maintenance seasonal employee Dominick Kennedy. Sandy Styer seconded motion. Motion carried unanimously.

T. Fire Police Request – Sandy Styer made a motion to ratify the Fire Police Assistance Request Form for the June 23, 2019 Chester County Balloon Festival. Paul Whiteman seconded motion. Motion carried unanimously.

U. Mowing Operations Update – The Supervisors received information regarding PennDot’s mowing operations requirements. It was noted that the additional resources needed for mowing operations were accounted for at the time the state contract rates were established.

V. Tornado Damage Assessment Update – (1) Assessment office change letters dated June 18, 2019 were reviewed; (2) The Supervisors acknowledged receipt of a \$25.00 tornado relief donation from a local resident.

W. Auto Zone Letter of Credit Release Request – No action taken. The release request requires the Township Engineer’s review prior to approval.

X. RKL Tax Collector Audit Authorization Letter – Sandy Styer made a motion to approve the Chairman signing the RKL Tax Collector Audit Authorization Letter. Jack Hess seconded motion. Motion carried unanimously.

Y. Township Complaint Letter Received – The Supervisors acknowledged receipt of the June 25, 2019 Township Complaint Letter. The letter was previously addressed, at the beginning of the meeting.

Z. Sewer Authority Resignation Letter – Sandy Styer made a motion to accept Shirley Beningo’s resignation from the Caernarvon Township Sewer Authority effective June 30, 2019. Jeff Vickers seconded motion. Motion carried unanimously.

EXECUTIVE SESSION

No Executive Session needed.

PENDING ITEMS

The Supervisors reviewed pending items for the Casino LDP and the Multimodal Transportation Grant Agreement. No action taken at this time.

SUPERVISORS COMMENTS

The Supervisors discussed the idea of recording Township meetings, no action taken at this time.

Supervisor Paul Whiteman summarized the Carnival financial report as follows: (1) donations were received for fireworks and the stage construction; and, (2) Compared to previous years, overall Carnival revenue increased this year by approximately \$1,200.00.

ADJOURNMENT

Sandy Styer made a motion to adjourn the meeting. Paul Whiteman seconded the motion. The motion carried unanimously. The meeting adjourned at 8:10 pm.

Respectfully Submitted,

Joan A. Bair
Township Secretary