

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

July 9, 2019

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on July 9, 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; Terry Naugle, Great Valley Consultants; Jack Griesemer, Treasurer; 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:

No comments from the assembly.

CORRESPONDENCE

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

**UGI Energy Services Pipeline Rates
Reading Area Transportation Study Meeting, July 18, 2019
Sunoco Logistics Letter Dated June 27, 2019
Williams Information Brochure – Pipeline Safety
7th Annual Berks County Water & Sewer Association Conference
PA DEP Inspection Report Received July 1, 2019**

MINUTES OF THE PREVIOUS MEETING

- A. Sandy Styer made a motion to accept the minutes of June 10, 2019 Board of Supervisors meeting. Jeff Vickers seconded the motion. Motion carried unanimously.
- B. Sandy Styer made a motion to accept the minutes of June 25, 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 June 30, 2019. Jack Hess seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION

The Supervisors recessed for an executive session at 7:05pm to discuss a personnel issue. Chairman Styer called the meeting back to order at 7:42pm indicating the purpose of the executive session was to discuss a personnel matter. Sandy Styer made a motion to approve satisfying request made by an officer to collect 100 hours comp time for the July 12, 2019 pay date, payment of comp time request does not reflect past practice. Jack Hess seconded motion. Motion carried unanimously.

EXPENSE LIST

The Supervisors reviewed the bill list for July 9, 2019. Sandy Styer made a motion to pay the bills on the July 9, 2019 bill list, amount of \$108,813.56 General Fund; \$4,189.51 Street Light Fund; \$197.95 Building Tax Fund; and, \$3,867.79 Accrual Fund. Jack Hess seconded the motion. Motion carried unanimously.

BUSINESS

A. Sunoco Pipeline Road & Driveway Permit Request – Jorge Cabral, Sunoco Pipeline Representative was present to request a one year extension of all HOP permits for the Mariner II projects. The Sunoco Representatives will keep the Board of Supervisors informed about any upcoming Twin Valley Road closures to alleviate any transportation delays and/or concerns. Jeff Vickers made a motion to approve the requested one year extension for the Mariner II Highway Occupancy Permit. Sandy Styer seconded the motion. Motion carried unanimously.

B. Morgantown Apartments LDP Update – Paul Whiteman made a motion to acknowledge the MGT, L.P. project review time extension to October 24, 2019, extension letter dated June 26, 2019. Jeff Vickers seconded motion. Motion carried unanimously. No other items addressed at this time.

C. Casino LDP – (1) Terry Naugle, Great Valley Consultants, explained that currently the outstanding water and sewer items for the Casino LDP are being addressed. Also, upon receipt of the required Township escrow for the LDP the plans will need to be reaffirmed for approval and recording purposes; (2) Terry Naugle explained that the Traffic Study performed for the Casino LDP did not warrant installation of a traffic signal. No other items addressed at this time.

D. XTL Multimodal Transportation Grant – The Project Initiation Form is under review. No other items addressed at this time.

E. DEP Pipeline/Mariner Grant – Agreement is currently in process for review and approval.

F. Morgantown Affiliates Plan – HOP for driveway plans is currently in progress.

G. Sheds Unlimited Phase 2 – DEP application submittal is currently being processed.

H. Kidjoy Release Request – Release amount that was previously approved is on the July 9, 2019 bill list for payment.

I. Wexford Court Release Request – Approved release request has been forwarded to applicable financial institution.

J. Auto Zone Letter of Credit Release Request – Currently under review.

K. Swamp Road Update – Road Foreman Keith McGowan explained that most of the outstanding matters are being addressed with the Township Engineer.

L. Assigning Addresses for MOMs Mall and McDonalds Location – Terry Naugle, Great Valley Consultants, explained that the St. Thomas Drive name request is under review, including any applicable proposed building identification details.

M. Animal Control Services – Solicitor Eric Brown provided recommended revisions for the Safety Net Sanctuary draft contract. The Supervisors are supportive of a \$1,000.00 annual donation beginning 2020, and a prorated amount for 2019.

N. Security Cameras Upgrade – Paul Whiteman made a motion to approve the Co Stars vendor Vector Security for the installation of new security cameras, amount not to exceed \$14,995.00, subject to Township Solicitor’s review of contractual warranty and agreement options. Sandy Styer seconded motion. Motion carried unanimously.

O. Moreview Blvd Letter Received May 22, 2019 Update – Road Foreman Keith McGowan reported that stormwater facilities research is ongoing for this item.

P. Township Building Sewage System Update – This item is currently on hold for further review.

Q. Proposed Water/Sewer Authority Report – The Supervisors discussed receiving Water/Sewer Authority reports for inclusion in the monthly meeting packets. Township Administrator was asked to send a letter to the Authority requesting monthly reports.

R. Personnel Manual Revisions – No updates at this time.

S. Resolution 2019-24 Adopting Retention Policy – Sandy Styer made a motion to approve Resolution 2019-24, Adopting Retention Policy. Paul Whiteman seconded motion. Motion carried unanimously.

T. Resolution 2019-25 Disposal of Out of Service Cell Phones – Sandy Styer made a motion to approve Resolution 2019-25, Disposal of Out of Service Cell Phones. Jeff Vickers seconded motion. Motion carried unanimously.

U. Parks – Ordinance #188 & park rules currently under review. No other items were addressed.

V. Fire Police Request for August 23-25, 2019 – Paul Whiteman made a motion to approve Fire Police Request for the 2019 Citadel Country Spirit Music Festival to be held August 23-25, 2019. Jeff Vickers seconded motion. Motion carried unanimously.

W. Talen Energy Electricity Rates Increase Letter – The Supervisors reviewed the Talen Energy letter regarding rates increase and requested quotes be obtained from other companies.

X. Township Anniversary Planning – Jack Hess reported that letters will be sent to local businesses regarding the 2020 Anniversary event.

TOWNSHIP REPORTS

- A. Secretary/Administrator reported the following: The Southern Berks Joint Comprehensive Plan Update committee continues to review the comprehensive plan for updates needed. The next meeting is scheduled for July 24, 2019.

- B. Carnival Committee – Supervisor Paul Whiteman reported that a carnival deposit was provided to the Treasurer. Rolling work will soon take place at the carnival grounds.
- C. The Supervisors reviewed the monthly Maintenance Report. Road Foreman Keith McGowan reported that the contracted road work will begin this week, and the H&K overlay work on Mill Road will begin at a later date.
- 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 Department Report was received. Chief John Scalia reported that the lime material storage shed at the baseball field needs repaired. Road Foreman Keith McGowan will evaluate the building condition. The Supervisors requested the Township Administrator to obtain quotes for a PPL street light on Maple Drive for lighting improvement.
- H. The monthly Zoning/Code Enforcement Officer Report was received. Terry Naugle, Great Valley Consultants, explained that several permits for tornado damage repairs have been processed.
- I. The monthly EMS report was received.
- J. The monthly Fire Department report was received.
- K. The Parks and Recreation draft meeting minutes for June 24, 2019 were reviewed.
- L. The June Planning Commission meeting was cancelled, no meeting minutes for review.
- M. The monthly Engineer’s Report was received. Terry Naugle, Great Valley Consultants, requested approval for Escrow Release No. 2 for Hillside Custom Machining per GVC letter dated July 8, 2019. Paul Whiteman made a motion to approve Escrow Release No. 2 in the amount of \$141,342.66 for Hillside Custom Machining. Sandy Styer seconded motion. Motion carried unanimously.
- N. Solicitor Eric Brown had no additional items to address.

SUPERVISORS COMMENTS

No comments.

ADJOURNMENT

Sandy Styer made a motion to adjourn meeting. Paul Whiteman seconded motion. Motion carried unanimously. The meeting was adjourned at 8:57p.m.

Respectfully Submitted,

Joan A. Bair
Township Administrator/Secretary