

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS  
MEETING MINUTES**

**August 13, 2019**

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on August 13, 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:**

No comments from the assembly.

**CORRESPONDENCE**

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

**Funding Opportunity for Active Transportation Plans  
Service Electric Franchise Fee Payment  
MABA August Newsletter**

**MINUTES OF THE PREVIOUS MEETING**

- A. Sandy Styer made a motion to accept the minutes of July 9, 2019 Board of Supervisors meeting. Jack Hess seconded the motion. Motion carried unanimously.
- B. Jeff Vickers made a motion to accept the minutes of July 23, 2019 Board of Supervisors Workshop meeting. Sandy Styer 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 July 31, 2019. Jeff Vickers seconded the motion. Motion carried unanimously.

**EXPENSE LIST**

The Supervisors reviewed the bill list for August 13, 2019. Sandy Styer made a motion to pay the bills on the August 13, 2019 bill list, amount of \$101,083.24 General Fund;

\$4,297.27 Street Light Fund; and, \$4,697.95 Building Tax Fund. Jack Hess seconded the motion. Motion carried unanimously.

**BUSINESS**

A. Introduction to U.S. Representative Chrissy Houlahan's office – Ms. Yvonne Fonte, constituent advocate for Representative Houlahan's office, provided information regarding services and assistance available for constituents including help with veteran's affairs, federal grants, and educational opportunities. Ms. Fonte also announced an upcoming town hall meeting this Thursday from 6:15pm to 7:30pm, at the Boscov Film Theatre.

B. 4043 Main Street Parking Lot Expansion Request – The Supervisors reviewed proposed land development plans for a parking lot expansion at 4043 Main Street. Scott Anderson, Great Valley Consultants, reviewed stormwater requirements and explained that the proposed work will require a straight permit review.

C. Lots 2 and 3 Service Electric LDP – Solicitor Eric Brown explained that the presented Land Development Plans are preliminary, final plans will be forwarded at a later date. Sandy Styer made a motion to approve the Lots 2 and 3 Service Electric Decision for the Preliminary Land Development Plans, in the form presented. Jeff Vickers seconded motion. Motion carried unanimously.

D. Morgantown Apartments LDP Update – The Supervisors reviewed the Morgantown Apartments correspondence items. No action taken at this time. It was noted that the developer is planning on attending the next Workshop meeting to request land development plan approvals.

E. Casino LDP – (1) Solicitor Eric Brown explained that Casino Agreements have been signed by Penn National. Township Engineer Scott Anderson informed the Board that the revised Casino LDP has been submitted and is ready for Township signatures; (2) Sandy Styer made a motion to approve the full release of the original Morgantown, L.P. letter of credit in the amount of \$246,270 issued by WSFS Bank. Jack Hess seconded motion. Motion carried unanimously.

F. XTL Multimodal Transportation Grant Agreement – Township Engineer Scott Anderson reported that PennDot has finalized the grant agreement. No action taken at this time, approval process requires legal review.

G. DEP Pipeline/Mariner Grant Agreement – Township Engineer Scott Anderson informed the Board that the grant agreement is currently being reviewed by the Twin Valley School Board.

H. Morgantown Affiliates Plan – Township Engineer Scott Anderson reported that the Highway Occupancy Permit (HOP) is currently in process.

I. Sheds Unlimited Phase 2 – Developer informed the Board that DEP paperwork is currently in process.

J. Wexford Court Release Request – Administrator Joan Bair reported that the release request has been forwarded to the applicable financial institution. Supervisor Whiteman noted that stormwater maintenance items for that development will need to be addressed, including obtaining recommendations from DEP regarding stormwater runoff issues along Route 23.

K. Auto Zone Letter of Credit Release Request – Currently in process.

L. Hillside Custom Machining – Sandy Styer made a motion to approve a Hillside cash escrow release in the amount of \$6,724,25, and to approve transferring the released amount into the General Fund for reimbursement of site fees incurred, Invoice #07152019-02. Paul Whiteman seconded motion. Motion carried unanimously.

M. Fire Police Assistance Request – Jeff Vickers made a motion approve Fire Police Assistance request for the Ludwigs Corner Horse Show to be held at the Ludwigs Corner Horse Show Grounds on August 31 – September 2, 2019. Paul Whiteman seconded the motion. Motion carried unanimously.

N. Assigning Addresses for Classic Auto Mall and McDonalds – The Board requested Township Administrator to contact Classic Auto Mall manager regarding the local access road, and the possibility of naming the road for clarifying business locations for emergency purposes.

O. Animal Control Services – Safety Net Sanctuary contract has been signed. Brochures have been requested for dissemination to Township residents.

P. Security Camera Upgrade – Deposit has been paid for ordering new equipment.

Q. Moreview Blvd Letter – No action taken at this time.

R. Broad Axe Pass Letter – No action taken at this time.

S. Swamp Road Update – Progress continues, an update will be provided at next meeting.

T. Personnel Manual Updates/Revisions – Non-Uniformed Comp time policy was reviewed. Possible revisions in the near future. No action taken at this time.

U. Parks – (1) Ordinance #188 & park rules currently under review; (2) Supervisors requested Parks Inspection report from Park and Recreation committee; (3) Sandy Styer made a motion to transfer \$10,000.00 Sunoco Grant from the General Fund to the Accrual Account Reserve for Recreation Fund. Paul Whiteman seconded motion. Motion carried unanimously.

V. Central Westmoreland 2020 Membership – No action taken at this time.

W. Township Anniversary Planning – Supervisor Jack Hess reported that the kick off meeting will be held tomorrow evening, August 14<sup>th</sup> at 6:30pm.

X. Resolution 2019-26, Sewer Authority Appointment – Sandy Styer made a motion to approve Resolution 2019-26 appointing Mr. Rick Mitchell to the Caernarvon Township Municipal Sewer Authority to fill the term of Ms. Shirley Beningo who moved out of the area. Jack Hess seconded motion. Motion carried unanimously.

## **TOWNSHIP REPORTS**

- A. Secretary/Administrator reported the following: (1) The Southern Berks Joint Comprehensive Plan Update committee has completed the review process. A draft plan will soon be published for public comment. Chairman Styer suggested that, in the near future, the Board consider renaming the IOP district for clarification purposes; (2) The 2018 Liquid Fuels Audit is completed. Final report is forthcoming; (3) Spotted Lantern Fly Tree Banding Tape has been received by the Berks Ag Center, and is available to residents upon request; (4) Projects – The historical society has provided military photos

for display in the Township building. Supervisor Paul Whiteman suggested the Township consider street banners along Main Street to recognize veterans, and asked the Township Administrator to obtain more information about banners.

- B. Carnival Committee – Supervisor Whiteman reported that planning for next year will begin the first of the New Year.
- C. The Supervisors reviewed the monthly Maintenance Report. Supervisor Whiteman explained that the maintenance shed in disrepair might need to be replaced due to the condition of the roof. Further review is needed. No action taken at this time.
- 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. The Supervisors discussed the disposal of the Crown Vic that is out of service. Sandy Styer made a motion to advertise the out of service Crown Vic through Municibid with a reserve bid price of \$1,000.00. Jeff Vickers seconded motion. Motion carried unanimously.
- H. The monthly Zoning/Code Enforcement Officer Report was received.
- I. Monthly EMS report was not received.
- J. The monthly Fire Department report was received.
- K. The monthly Park and Recreation draft minutes were not received.
- L. The July Planning Commission draft meeting minutes were reviewed.
- M. Water/Sewer reports were received including draft minutes for the month of July.
- N. The monthly Engineer's Report was received. Engineer Scott Anderson provided the following updates to the Board: (1) Construction for the Taco Bell Development has been completed but some minor paving work remains to address a drainage issue at the site driveway. In addition, a revision to Plan of Record has been submitted for Starbucks on the same lot as Taco Bell. GVC will issue a review letter for the Planning Commission's next meeting. (2) A punch list is in process for the 2019 Street Work, the final cost was \$6,000.00 less than initial cost projection; (3) Upon Engineer's recommendation, Paul Whiteman made a motion to approve Letter of Credit Escrow

Release #3 in the amount of \$93,827.25 for the Hillside Custom Manufacturing project. Sandy Styer seconded motion. Motion carried unanimously.

N. Solicitor Eric Brown requested an Executive Session to discuss a legal issue.

### **EXECUTIVE SESSION**

The Supervisors recessed for an Executive Session at 8:25 PM. to discuss a legal matter. Chairman Styer called the meeting back to order at 9:05 PM. No action required at this time.

### **SUPERVISORS COMMENTS**

Chairman Allen Styer explained to the Board that he received a letter from a concerned citizen regarding the need for crosswalk markings on Main Street. The Supervisors requested that Township Engineer Scott Anderson contact PennDot to inquire about the status of the current paving project and the need for crosswalk markings.

Supervisor Paul Whiteman informed Ms. Dovin, who was in attendance, that he will follow up with her regarding her concerns about a pot hole in the vicinity of her personal property.

Supervisor Jack Hess reminded everyone about the 250<sup>th</sup> Anniversary Planning meeting tomorrow, August 14<sup>th</sup> at 6:30 PM.

### **ADJOURNMENT**

Sandy Styer made a motion to adjourn meeting. Paul Whiteman seconded motion. Motion carried unanimously. The meeting was adjourned at 9:25 PM.

Respectfully Submitted,

Joan A. Bair  
Township Administrator/Secretary