

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

AUGUST 27, 2019

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on August 27, 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, Jr., Supervisor; Jack Hess, Supervisor; Sandra Styer, Supervisor; Jeffrey Vickers, Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; 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.

CORRESPONDENCE

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

**Reading Area Transportation Study Technical Committee Notice
Excellence in Local Government – The Community Planning Course
Excellence in Local Government – Zoning Administration Course
Excellence in Local Government – E-News
Berks County Association of Township Officials Convention – October 17, 2019
County of Berks Municipal Officials Breakfast Invite – September 27, 2019
PSATs News Bulletin – August 2019
Ehrlich Price Increase Notice**

BUSINESS

A. Sunoco/Energy Transfer Grant for Parks and Recreation – Prior to the start of the meeting, the Supervisors were officially presented a grant check in the amount of \$15,000.00 from Sunoco/Energy Transfer Representatives. The presentation took place 6:30PM at the Friendship Park.

B. Lots 2 and 3 Service Electric LDP – The Lots 2 and 3 final LDP submission will be forwarded in the near future. It was noted that there is no time limitation for the submission. No further action required at this time.

C. Casino LDP – Plans are signed and ready for pickup. No further action required at this time.

D. Morgantown Apartments LDP – The Supervisors discussed the Commonwealth Engineers, Inc. letter dated August 27, 2019, consideration of waiver approval. Solicitor Eric Brown requested clarification of paragraph 3 regarding slope and grading impacted by the Township’s sight triangle requirements. Keith Grant, project manager, explained that the 150’ sight distance requirement would necessitate additional grading to adjust the slope, resulting in the reduction of available parking spaces. Solicitor Eric Brown recommended that the Township Engineer provide a review letter in response to the August 27, 2019 waiver approval letter. Also, the Supervisors requested that the Township Engineer provide a recommendation letter in response to the Morgantown Apartments sidewalk and curbing fee in lieu request.

E. Wexford Court LLC – No action taken at this time.

F. Auto Zone Letter of Credit Release Request – The request is currently in process.

G. Sheds Unlimited Phase 2 Project – No updates at this time.

H. Official Complaint Form Dated August 15, 2019 – Township Engineer Scott Anderson informed the Board of Supervisors that work will begin in the next 2-3 weeks for sidewalk repairs.

I. DEP Pipeline/Mariner Grant Agreement Update – No update at this time.

J. XTL Multimodal Transportation Grant Agreement – Solicitor Eric Brown explained that the Multimodal Grant Agreement will be presented at the September Regular meeting for approval.

K. XTL Extension Letter – Sandy Styer made a motion to acknowledge receipt of XTL LDP time extension to December 30, 2019. Jeff Vickers seconded motion. Motion carried unanimously.

L. Classic Auto Mall and McDonald’s Access Address – Easement agreement is in process to address accessing the private lane for traffic signal maintenance work. Additional information is needed regarding signage for Berks emergency services requirements.

M. Parks – John Conlow, Chairman for Park and Recreation Committee explained that parks will be divided and assigned to committee members. Park reports will be completed by the assigned committee members. The Committee is currently in the process of researching costs for implementing a park inspection program. RoadMaster Whiteman discussed the lighting at Clyde Smith park. A further review of the lighting in that area will take place to determine if additional lighting is needed.

N. Security Camera Upgrade - Installation has been completed.

O. Maintenance Shed Replacement – Road Foreman McGowan reported that shed quotes will be obtained for the Board’s review. No action taken at this time.

P. Swamp Road (continuation) – Road Foreman McGowan reported that Swamp Road action items are in process. Several items have been completed. No action required at this time.

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

R. Broad Ax Pass Letter (continuation) – No action taken at this time.

S. BB&T Police Pension Plan Rate Change – Sandy Styer made a motion to ratify the BB&T Investment Management/Custody Fee Agreement for the Police Pension Plan. Jeff Vickers seconded motion. Motion carried unanimously.

T. Resolution 2019-27 – Paul Whiteman made a motion to approve Resolution 2019-27 to repeal and replace Resolution 2019-26. Sandy Styer seconded motion. Motion carried unanimously.

U. Resolution 2019-28 – Resolution is in process. No action taken at this time.

V. Fire Police Assistance Request – Sandy Styer made a motion to approve the September 6-8, 2019 Fire Police Assistance Request for the Hay Creek Festival at Historic Joanna Furnace. Paul Whiteman seconded the motion. Motion carried unanimously.

W. Sandy Styer made a motion to approve the Dodge Durango Lease Amendment to revise the monthly payment due date. Jeff Vickers seconded the motion. Motion carried unanimously.

X. Historical Society Social Hall Use Request – Sandy Styer made a motion to approve the Historical Society Social Hall Use Request for October 13, 2019. Jeff Vickers seconded the motion. Motion carried unanimously.

Y. Township Anniversary Planning – Supervisor Jack Hess informed the Board that the kick off meeting went well. The next meeting is scheduled for September 18, 2019 at 6:30PM.

Z. Park & Recreation Letters of Interest – The Supervisors reviewed 2 Letters of Interest for serving on the Park & Recreation Committee. Resolutions for approval will be voted on at the September Regular meeting.

EXECUTIVE SESSION

The Supervisors recessed for an executive session at 8:04 PM. Chairman Styer called the meeting back to order at 8:45 PM indicating the purpose of the executive session was to discuss a personnel matter and legal advice.

SUPERVISORS COMMENTS

No comments.

ADJOURNMENT

Sandy Styer made a motion to adjourn the meeting. Paul Whiteman seconded the motion. The motion carried unanimously. The meeting adjourned at 8:47 PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary