CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
MEETING MINUTES

May 12, 2020

The Caernarvon Township Board of Supervisors held a virtual Regular Monthly Meeting on May 12, 2020 in remote locations with live video/audio streaming via zoom website at www.zoom.us, 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; John Griesemer, Treasurer; Scott Anderson, Great Valley Consultants; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary.

CALL TO ORDER

Chairman Allen Styer called the meeting to order at 7:05 PM. This was followed by the Pledge of Allegiance.

At this time, Chairman Styer announced that today at 6:00PM an Executive Session was held to discuss legal matters.

COMMENTS FROM THE ASSEMBLY:

No comments from the Assembly.

CORRESPONDENCE

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

Department of Auditor General Letter – 2016-2019 Police Pension Plan
Berks County Planning Commission – County Comprehensive Plan 2030
Berks County Planning Commission – Act 15 Approval
Berks County Planning Commission – UCC Appeals Board Contact
Center for Excellence in Government – Thank You Letter
MRM Workers Comp Pooled Trust Meetings Notice
Animal Rescue League – COVID-19 Information

MINUTES OF THE PREVIOUS MEETING

A. Sandy Styer made a motion to accept the minutes of April 4, 2020 Board of Supervisors Special meeting. Jack Hess seconded the motion. Motion carried unanimously.

B. Sandy Styer made a motion to accept the minutes of April 14, 2020 Board of Supervisors Regular meeting. Jeff Vickers seconded the 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 April 30, 2020. Jeff Vickers seconded the motion. Motion carried unanimously. Treasurer Jack Griesemer explained that the cash

flow increased in April including good revenue from Keystone Collections. The bulk of Real Estate taxes has been collected.

EXPENSE LIST

The Supervisors reviewed the bill list for May 12, 2020. Paul Whiteman made a motion to pay the bills on the May 12, 2020 bill list, amount of $149,198.51 General Fund; $3,997.64 Street Light Fund; $340.40 Building Tax Fund; $1,691.00 Accrual Account. Sandy Styer seconded the motion. Motion carried unanimously.

BUSINESS

A. COVID-19 Report – (1) Sandy Styer made a motion to approve Resolution No. 2020-20, Real Estate Flat Rate Extension Through 9/30/2020. Jack Hess seconded the motion. Motion carried unanimously; (2) The Supervisors discussed upcoming budget constraints caused by the COVID-19 pandemic, and requested that no additional hours for in house part-time office support be offered and no overtime until further notice; (3) Township meetings for the month of May, with the exception of the Regular meeting for conducting Township Business, will continue to be cancelled until further notice due to COVID 19. June meetings will be discussed at the next Regular meeting; (4) Township Administrator explained that COVID-19 expenses are being tracked. Once the amount has reached $3,300.00, eligible expenses can be submitted to PEMA for reimbursement consideration; (5) Supervisor Whiteman gave a COVID-19 supplies report. The Police Department has PPE including face masks provided by the County. Chief Benson stated that local businesses continue to donate supplies.

B. Street Work Bidding Results – Township Engineer Scott Anderson summarized the 2020 Street Project bids that were opened on May 11, 2020. Engineer Anderson recommended awarding the construction project to the lowest bidder, H&K Group for $260,370.50, and reject the Maintenance Project bids. He explained that this project is preventative maintenance, and delaying the work by one (1) year for the noted roads should not change the scope of work. After discussions, Paul Whiteman made a motion to award the 2020 Street Work Construction Project to the lowest bidder H&K Group, amount not to exceed $261,000.00. Jeff Vickers seconded the motion. Motion carried unanimously. Township Solicitor Eric Brown explained that no action is needed for the Maintenance Project bids which will automatically expire in 60 days on its own.

C. Authorization to Pay Township Building Mortgage – Sandy Styer made a motion to approve paying the Township Building Mortgage upon receipt of the invoice. Jack Hess seconded the motion. Motion carried unanimously.

D. Twin Valley High School Fire Police Assistance Request – Sandy Styer made a motion to approve the Fire Police Assistance Request Form for the Twin Valley High School graduation procession to be held on June 6, 2020. Jeff Vickers seconded the motion. Motion carried unanimously.

E. 101 Hertzler Drive Complaint Form – Township Engineer Scott Anderson explained that the drainage pipe issue addressed in the complaint form is in violation. After discussion, Sandy Styer made a motion to authorize Great Valley Consultants to address and issue necessary zoning violations related to the submitted complaint. Jeff Vickers seconded the motion. Motion carried unanimously.

F. 3318 Main Street Complaint Form – The Supervisors discussed the complaint form received regarding parking tickets that were issued during the street sweeping operations.

Chairman Styer recommends street sweeping signs be posted on effected streets well in advance, at least 3 days' notice. Road Foreman McGowan was asked to purchase more signs, to be budgeted for 2021.

G. 91 Rock Ridge Right of Way Survey Update - Township Engineer Anderson explained that a report is forthcoming explaining the best option for the Rock Ridge swale construction. Solicitor Eric Brown addressed the right of way matter. Engineer Anderson explained that a proposal for the swale work is forthcoming, and that there should be enough right of way to complete the project.

H. Sheds Unlimited Review Time Extension – Sandy Styer made a motion to acknowledge receipt of the Sheds Unlimited Phase 2 Land Development Plan (LDP) review time extension to November 15, 2020. Jeff Vickers seconded the motion. Motion carried unanimously.

I. TIMET Lab Expansion LDP – Sandy Styer made a motion to reaffirm the TIMET Lab Expansion LDP. Jeff Vickers seconded the motion. Motion carried unanimously. Also, a motion was made by Jeff Vickers to approve the Development, Financial, Sidewalk, and Stormwater Agreements for the TIMET LDP. Sandy Styer seconded the motion. Motion carried unanimously.

J. Morgan Commons LDP – (1) Sandy Styer made a motion to reaffirm the Morgan Commons LDP. Jeff Vickers seconded the motion. Motion carried unanimously; (2) Sandy Styer made a motion to approve the Development, Financial Deferment and Stormwater plans for the Morgan Commons LDP. Jack Hess seconded the motion. Motion carried unanimously; (3) The Supervisors were provided a copy of the Morgan Commons Homeowner's Association documentation. Solicitor Eric Brown explained that the HOA documentation was provided for information only, and will be recorded by the Developer; and, (4) Sandy Styer made a motion to approve the Morgan Commons LDP Deeds of Dedication as presented. Jeff Vickers seconded the motion. Motion carried unanimously.

K. Service Electric LDP – (1) Paul Whiteman made a motion to reaffirm the Service Electric Land Development Plan (LDP). Sandy Styer seconded the motion. Motion carried unanimously; (2) Jeff Vickers made a motion to approve the Development, Financial, Stormwater and Curbing agreements for the Service Electric LDP. Jack Hess seconded the motion. Motion carried unanimously; and, (3) The Supervisors reviewed the Service Electric LDP Easement Agreement. Solicitor Eric Brown explained that the Developer will record the agreement, no action required by the Board of Supervisors.

L. Zoning Ordinance for Pets – The Supervisors reviewed a sample zoning document for regulating/permitting chickens in residential areas. Township Solicitor Eric Brown explained that the Board can consider two options for regulating the keeping of chickens: (1) A zoning regulation (residential versus commercial), to be reviewed by the Planning Commission, or (2) A Township wide Ordinance that would invoke police powers for regulating the keeping of chickens. Tabled until next meeting.

M. 3108 Main Street Zoning Hearing Board Application – Township Engineer Scott Anderson explained that this application is in response to a parking lot issue. The Zoning hearing has been postponed until parking lot plans are submitted for review.

N. Center for Excellence in Local Government Sponsorship – Sandy Styer made a motion to approve the Center for Excellence sponsorship in the amount of $100.00. Paul Whiteman seconded the motion. Motion carried unanimously.

O. Redevelopment Authority of the County of Berks – The Supervisors took no action.

P. Piano Donation Update – This item was tabled, to be addressed after COVID-19 restrictions end.

Q. Skate Park Suggestion Update – This item was tabled, to be addressed after COVID-19 restrictions end.

R. Township Anniversary Planning Update – Supervisors Jack Hess and Paul Whiteman discussed the Anniversary and Carnival plans. Due to COVID-19 the Carnival will be postponed, to be held for some time in September. Supervisor Whiteman explained that the Carnival Committee is considering coordinating a few food vendors the week of the Carnival, a small event that would comply with CDC guidelines.

TOWNSHIP REPORTS

A. Township Administrator, Joan Bair, reported the following: (1) Police Pension audit has been finalized, and the 2019 Township Audit and the Liquid Fuels audit are still in process; (2) The Southern Berks Joint Comp Plan has been posted on the website for public comment through the end of May, and (3) The Morgantown Community Church provided a notice to the Township regarding Township requirements for holding a chicken BBQ on May 23, 2020 from 10:30am until 3pm. The Supervisors asked that the information be forwarded to Great Valley Consultants for permitting requirements.

B. Carnival Committee – See Township Anniversary Planning above, Business section.

C. Maintenance Report - The Supervisors reviewed the monthly Maintenance Report. Road Foreman Keith McGowan requested the following:

(1) Approval to obtain quotes for the 6 Morgan Spring Drive project. Road Foreman McGowan received the Board's approval for moving forward with obtaining quotes;

(2) Approval to obtain quotes for the Pennwood Stormwater pipe cement work. Road Foreman McGowan received the Boards approval for moving forward with obtaining quotes.

D. SEO Report – The Supervisors reviewed the monthly SEO report.

E. Library Report – The Supervisors reviewed the Library report.

F. Tax Collector Report – The Supervisors reviewed the monthly Tax Collector report.

G. Police Department Report – The Supervisors reviewed the monthly Police report, the following items were addressed:

(1) Interim Chief Benson summarized the monthly report.

(2) Paul Whiteman made a motion to approve the Body Armor Policy as presented. Sandy Styer seconded the motion. Motion carried unanimously;

(3) Chief Benson provided quotes for in car and on body cameras and explained that at this time there are no active grants available for the equipment. Discussion took place about the

possibility of contacting State Representatives or local businesses such as Walmart regarding financial assistance programs;

(4) Chief Benson informed the Board about an upcoming school bus parade to honor Twin Valley students but especially graduating seniors;

(5) Chief Benson informed the Board of Supervisors that currently the Police Department does not have a policy in place for handling evidence property. No action was taken at this time.

H. Zoning/Code Enforcement Officer – The Supervisors reviewed the monthly zoning/code report.

I. EMS report – No EMS report was available.

J. Fire Department – The Supervisors reviewed the monthly Fire Department report.

K. Parks and Recreation – The committee did not have a meeting in April due to COVID-19.

L. Planning Commission Minutes – The Planning Commission did not have a meeting in April due to COVID-19.

M. Water/Sewer Reports – No Water or Sewer Authority minutes were provided due to COVID19.

N. Engineer's Report – Township Engineer Scott Anderson summarized the monthly Engineer's Report. Engineer Anderson provided the following highlights: (1) Sunoco is back on track with pipeline work; and, (2) The Highway Occupancy Permit for Morgantown Affiliates was recently approved by PennDot.

O. Solicitor's Report – Township Solicitor Eric Brown explained that Act 15 legislation was approved to regulate remote meetings and plan review deadlines in response to the COVID-19 pandemic.

EXECUTIVE SESSION

No Executive Session.

SUPERVISORS COMMENTS

No comments.

ADJOURN

Paul Whiteman made a motion to adjourn the meeting. Sandy Styer seconded the motion. The motion carried unanimously. The meeting adjourned at 8:20PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary