CAERNARVON TOWNSHIP
BERKS COUNTY, PA

BOARD OF SUPERVISORS
MEETING MINUTES

MARCH 23, 2021

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on March 23, 2021 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, and via Zoom, pursuant to notice according to law.

ATTENDING OFFICIALS

Sandra Styer, Chairperson; Jeff Vickers, Supervisor; Allen Styer III, Supervisor; Jack Hess, Supervisor; Paul Whiteman, Supervisor; Eric Brown, Siana Law; Matt Menna, Officer in Charge; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary.

CALL TO ORDER

Chairperson Sandra Styer called the meeting to order at 7:00 PM. This was followed by the Pledge of Allegiance.

COMMENTS FROM THE ASSEMBLY

Liza Grundy, 80 Trappers Run, requested the Board's approval for rental of the park stage for a recital event. Ms. Grundy requested June 7, 8, and 9, 2021 as tentative dates for the two day event, June 9th would be a rain date. The Board requested park rental forms be completed along with remittance of rental fees.

CORRESPONDENCE

The following correspondence items were previously emailed to the Board of Supervisors. No action required at this time.

UGI "Ahead of Paving" Program
County of Berks – New System for Tax Collection Billing
PSATs – Commonwealth's New Road and Bridge Commission
PennDot – Building Better Bus Stops Resource Guide
South Central PA Truck Parking Summit
PSATs News Bulletin – March 2021

BUSINESS

A. Policy for Video Recordings of Township Meetings – The Supervisors discussed privacy concerns for the public. Solicitor Eric Brown stated that he is not aware of any video prohibitions for public meetings. The Supervisors requested that the proposed policy be formatted for signature and approval for the next Township meeting.

B. Policy for Public Township Meetings – Supervisors are currently reviewing draft policy.

C. Apartments on Main (aka Morgantown Apartments) – Allan Zimmerman, Engineer, was present to answer any questions regarding the Apartments on Main, Land Development Plan. Solicitor Eric Brown summarized the Decision documentation as presented to the Board

for approval. Paul Whiteman made a motion to conditionally approve the Decision in connection with the Final Land Development Application of Apartments on Main, LLC (formerly MGT, L.P.), as presented. Public comment was taken at this time:

Michelle Raymond, 20 Lenape Drive, inquired about the access road and also the time of year traffic studies were completed.

Terri Payne, 11 Welsh Lane, shared her concerns about the number of apartments to be developed and road traffic safety in that area. Engineer Zimmerman explained that a turn lane will be added to address local traffic safety concerns.

After all discussions, Jeff Vickers seconded the motion to conditionally approve the Apartments on Main LLC Land Development Plan Decision, as presented. Motion carried unanimously.

D. Draft MAA Agreement – The Supervisors reviewed the draft agreement. Parks and Recreation Committee Members requested that Chair Colt Grazioli be added as a Township Contact. Revised agreement will be presented at the next Board of Supervisors meeting for review and approval.

E. Twin Valley Soccer Agreement – Jeff Vickers made a motion to approve the 2021 Twin Valley Soccer Agreement as presented. Jack Hess seconded the motion. Motion carried unanimously.

F. Resolution No. 2021-24 – Jeff Vickers made a motion to approve Resolution No. 2021-24 Authorizing the Trade-in of a 2021 Chevrolet Pickup Truck in Exchange for a 2022 Chevrolet Pickup Truck, subject to obtaining dealership signature. Jack Hess seconded the motion. Motion carried unanimously.

G. 2021 Street Work – Bids will be advertised within the next week. Michelle Raymond, 20 Lenape Drive, inquired about street work options other than "Tar and Chip". RoadMaster Whiteman explained that pricing and extending the life of road conditions are reasons for using "Tar and Chip". Chair Styer suggested "Tar and Chip" information be included in the next Township Newsletter.

H. Police Department MOU – Solicitor Eric Brown explained the purpose of the Twin Valley School District Memorandum of Understanding. The MOU will be reviewed and presented to the Board for approval at the next Township meeting.

I. Carnival Policies and Procedures – Supervisor Whiteman summarized draft policies and procedures. Solicitor Brown will be preparing a Resolution for approval at the next Township meeting. The Board requested that Township Administrator Joan Bair contact the Township's insurance agent for recommended liability limits. Supervisor Whiteman asked the Township Administrator to also contact municipay.com to obtain procedures for establishing a Township credit card option, for the Board's review and approval.

J. Carnival Insurance Questionnaire – No action taken at this time.

K. Insurance Renewal – Jack Hess made a motion to approve the Township Administrator, Joan Bair, as the signer for the Public Entity and Fuel Tanks insurance applications for the May 1, 2020 renewal. Jeff Vickers seconded the motion. Motion carried unanimously.

L. Hoover/Zimmerman Subdivision/Annexation Plans – Ready for signature.

EXECUTIVE SESSION

The Supervisors recessed for an Executive Session at 8:36PM. Chair Styer called the meeting back to order at 8:50PM stating that the Executive Session was regarding Chief of Police hiring procedures and possible litigation. Chair Styer explained that she and Jack Hess review applications and make recommendations to the Board of Supervisors for possible interviews. In response to Michelle Raymond, 20 Lenape Drive, Chair Styer explained that the interview process will be status quo, at this point there will be no outside help with the selection process.

SUPERVISORS COMMENTS

The Supervisors discussed advertisement of carnival meetings. Solicitor Eric Brown explained that advertisements and minutes are required for carnival meetings that include recommendations, but not for organizing field events.

ADJOURNMENT

Jack Hess made a motion to adjourn the meeting. Jeff Vickers seconded the motion. The motion carried unanimously. The meeting adjourned at 8:55PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary