

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
MEETING MINUTES**

April 13, 2021

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on April 13, 2021 in the Caernarvon Township Municipal Building, and via Zoom, located at 3307 Main Street, Morgantown, PA, pursuant to notice according to law.

ATTENDING OFFICIALS

Sandra Styer, Chairperson; Paul Whiteman, Supervisor; Allen Styer III, Supervisor; Jack Hess, Supervisor; Jeff Vickers, Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Jeffrey Downing, Griesemer Accounting; Eric McCracken, Great Valley Consultants; Matt Menna, OIC; 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 and a moment of silence honoring Jack Griesemer, Township Treasurer, who passed away.

CORRESPONDENCE

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

**Chester County Tax Collection Committee Letter Dated March 2021
Reading Area Transportation Study (RATS) Meeting Notice
PennDot Letter – Traffic Signal Permits
MRM Trust – Withdrawal Procedures
PennDot Letter – Surface Mining Permit Notice
MABA Newsletter Dated April 2021**

COMMENTS FROM THE ASSEMBLY

Michelle Raymond, 20 Lenape Drive, thanked the Police Department for finding her son's bicycle.

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman made a motion to accept minutes of the March 9, 2021 Regular meeting. Jack Hess seconded the motion. Motion carried unanimously.
- B. Paul Whiteman made a motion to accept minutes of the March 23, 2021 Workshop meeting, with the following change: remove "per the Township's 2021 schedule" noted in the COMMENTS FROM THE ASSEMBLY section. Jeff Vickers seconded the motion. Motion carried unanimously.

TREASURERS REPORT

Treasurer's Report will be provided at the April Workshop meeting for review and approval.

EXPENSE LIST

Jeff Vickers made a motion to pay the bills on the April 13, 2021 bill list, amount of \$179,872.80 General Fund; \$4,259.82 Street Light Fund; \$340.40 Building Tax Fund. Jack Hess seconded the motion. Motion carried unanimously.

BUSINESS

A. Policy for Video Recordings of Township Meetings – Currently under review and will be discussed at the next Board meeting.

B. Policy for Public Township Meetings – Currently under review and will be discussed at the next Board meeting.

C. Republic Services Presentation – Mr. Brian Clever, Republic Services, gave a Power Point Presentation about the Landfill’s process and future projects. Ms. Megan Fellenbaum, 3441 North Street, shared her concerns about trash on 176. Mr. Bob Weaver, Main Street, asked for the landfill’s assistance with trash management. Ms. Patti Brann asked Mr. Clever for tax assistance. Mr. Clever shared the landfill’s 24 hour hotline, 888-246-8645.

D. Keep PA Beautiful Event – No event this year. Supervisor Paul Whiteman thanked Brian Clever for offering his services.

E. Complaint Form – Ms. Megan Fellenbaum, 3441 North Street, discussed her complaint form. Solicitor Brown requested Ms. Fellenbaum to provide the Township Office with a doctor’s note explaining the circumstances. Discussion ensued regarding parking concerns along North Street. The Board requested that the Township Administrator send a letter to Family Dentistry reminding them about the availability of the Township’s parking lot if needed. Eric McCracken, Great Valley Consultants, will review no parking requirements including street width requirements.

F. Resolution 2021-26 – Paul Whiteman made a motion to approve Resolution 2021-26, Township Treasurer Appointment. Jack Hess seconded the motion. Motion carried unanimously.

G. Ephrata National Bank Account Forms – (1) Jeff Vickers made a motion to ratify the Authorized Signer Request letter. Jack Hess seconded the motion. Motion carried unanimously; (2) Paul Whiteman made a motion to approve Chairperson signing the Ephrata National Bank Authorized Signer forms. Jeff Vickers seconded the motion. Motion carried unanimously.

H. Pavlesich/Kochel Annexation – Solicitor Eric Brown summarized the Pavlesich/Kochel Decision. Paul Whiteman made a motion to approve the Pavlesich/Kochel Decision as presented. Allen Styer seconded the motion. Motion carried unanimously.

I. Stormwater Maintenance – (1) Jeff Vickers made a motion to authorize Great Valley Consultants to send a stormwater pipe violation letter to 371 Swamp Road. Paul Whiteman seconded the motion. Motion carried unanimously; (2) Jeff Vickers made a motion to authorize Great Valley Consultants to send a notice to 91 Broad Ax Pass regarding stormwater pipe maintenance needed. Jack Hess seconded the motion. Motion carried unanimously.

J. Draft Ball Field Agreement – Kim Reinard, MAA, and Terri Payne, Parks and Recreation Committee Member, provided suggestions for the 2021 ball field agreement. The following three (3) changes were suggested: (1) Page 1, Section I.a(iv), add “removable” pitchers mound; (2) Page 3, Section II.e, remove examples of improvements; and, (3) Page 3, Section V.a, remove “playground, park, and picnic area for everyone”. After discussions, Jeff

Vickers made a motion to approve the 2021 Ball Field Agreement subject to incorporating the three (3) changes. Paul Whiteman seconded the motion. Motion carried unanimously. Colt Grazioli, Parks and Recreation, inquired about opening park restrooms. Road Foreman Keith McGowan informed the Board that a quote for mold remediation has been obtained. The Board requested additional quotes.

K. Carnival Procedures Resolution – (1) Exhibit A: Solicitor Eric Brown summarized the proposed Carnival procedures and explained that the committee members will be annual appointments. Changes for written Carnival procedures are as follows: (a) Insurance certificate limits to be \$1,000,000/\$500,000, amusement vendor \$1,000,000/\$5,000,000, fireworks vendor limits are currently under review. Also, vendor's insurance must be "Primary and Non-contributory"; (b) "Second insured" notation should be "additional insured"; (c) add 2-week deadline for submitting Carnival Township forms/contracts; and, (d) remove credit card requirements. Jeff Vickers made a motion to approve the Carnival procedures with changes. Allen Styer seconded the motion. Motion carried unanimously.

The carnival event for this year was discussed. Jack Hess made a motion to authorize the Carnival Committee to schedule the 2021 Morgantown Carnival for June 15-19, 2021, subject to event following CDC guidelines. Jeff Vickers seconded the motion. Motion carried unanimously.

(2) Exhibit B – Township Solicitor Eric Brown summarized the Event Vendor Concession Contract 2021, Exhibit B. Revision to be made on the presented form is as follows: Add MAA to the section for non-profit entity that provides in-kind services. Jeff Vickers made a motion to approve Exhibit B with changes. Jack Hess seconded the motion. Motion carried unanimously.

(3) Exhibit C, Fireworks and Event Sponsor Form - Discussion ensued regarding Carnival forms/contracts that were carried over from 2020. Jeff Vickers made a motion to adopt and revise 2020 Carnival forms/contracts, subject to receiving forms 2 weeks prior to the start of the event. Jack Hess seconded the motion. Motion carried unanimously.

L. Carnival Banner Re-Design – A draft re-design was reviewed. No action taken at this time.

M. Carnival Insurance Form – 2021 Carnival Event was approved earlier on agenda. Carnival insurance form was completed and will be submitted to Township's insurance carrier for the May 1, 2021 renewal.

N. Fuel Tank Insurance Coverage – Supervisor Allen Styer requested that additional information be obtained regarding pollution liability coverage.

O. RKL 2020 Audit Letter – Paul Whiteman made a motion to approve Chairperson signing the 2020 audit letter. Jack Hess seconded the motion. Motion carried unanimously.

P. American Rescue Plan (ARP) – The Supervisors discussed options for the ARP funding. No action taken at this time.

Q. Facility Rental for June 7-8, 2021 – The Supervisors discussed Parks and Recreation Committee's request to increase the Friendship Park stage rental fee. The proposed rate is \$250.00 per day, includes electric. The Supervisors requested that the facility agreement include the statement that cooking is prohibited within 30 feet from the stage. Jeff Vickers made a motion to update the \$250.00 daily stage rental fee and use agreement as discussed. Paul Whiteman seconded the motion. Motion carried unanimously.

R. Police Department MOU - Twin Valley School District Memorandum of Understanding (MOU) is currently under review.

S. Fire Police Assistance Form – Allen Styer made a motion to approve the Fire Police Assistance Request form for the April 11, 2021 Flea Market event. Jack Hess seconded the motion. Motion carried unanimously.

T. Viwinco Address – Paul Whiteman made a motion to approve 800 Hemlock Road for the Viwinco Lots 34 & 35 Land Development Plan. Jeff Vickers seconded the motion. Motion carried unanimously.

U. PSATs Virtual Conference Registration – The Supervisors were informed about the upcoming virtual PSATs conference. Township Administrator Joan Bair and Road Foreman Keith McGowan expressed an interest in registering for the event.

V. Berks County Assessment Appeals Pre-Trial Status – Solicitor Eric Brown summarized the Pre-Trial Status Notice. No action was taken.

W. Dissolution of Tri-County Heritage Society – Discussion took place regarding the dissolution of Tri-County Heritage Society letter. Supervisor Hess will discuss with Jere Brady, and Solicitor Brown will follow up with HVM&L regarding historical contents.

X. Rock Salt Bid Joint Participation – Jeff Vickers made a motion to approve the Township opting-in for participating in the BCCPC 2021-2022 Road Salt bid program. Paul Whiteman seconded the motion. Motion carried unanimously.

Y. Twin Valley Mariner Grant Update – Eric McCracken, GVC, discussed the proposed pipe work for the project, a follow up report is forthcoming from the school district.

Z. XTL Grant – Eric McCracken, GVC, explained that the proposed Shiloh Road redesign for the project is forthcoming for the Board of Supervisors review and approval.

TOWNSHIP REPORTS

A. Township Administrator – DCED has scheduled a meeting for April 22, 2021 at 5:15pm to discuss the results of their Police Department study. Michelle Raymond, 20 Lenape Drive, inquired about public participation.

B. Carnival/Anniversary – (1) Carnival meeting minutes were provided for review; (2) Discussion took place regarding meeting advertisement requirements. Supervisor Hess informed the Board that Anniversary books are coming soon. Michelle Raymond, 20 Lenape Drive, inquired about Anniversary T-shirts.

C. Maintenance Report – (1) The Supervisors reviewed the monthly Maintenance Report. Road Foreman McGowan informed the Board that street sweeping operations continue. The Board requested estimates for a new snow plow truck;

(2) A tar and chip information sheet was presented to the Board for review, prior to posting on the Township's social media sites. Michelle Raymond, 20 Lenape Drive, explained that the fact sheet didn't provide enough information;

(3) Upcoming Roads Inspection – Solicitor Eric Brown informed the Board Members that, if needed, no more than 2 Supervisors can have a pre-inspection meeting prior to the advertised April 27, 2021, 6pm, Roads Inspection meeting.

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

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

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

G. Police Department – (1) The monthly Police Department report was reviewed; (2) The quarterly Fleet report was reviewed; (3) The Township Tow Application was provided for review. No action taken at this time.

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

I. EMS report – No report for review. The Supervisors were presented a letter from EMS, consideration of Rescue Plan contribution. No action taken at this time.

J. Fire Department – The monthly Fire Department report was reviewed.

K. Parks and Recreation – (1) No March meeting minutes were provided. Terri Payne, Parks and Rec member requested guidance for the committee. Solicitor Brown recommends a Township Ordinance be drafted to formalize Parks and Rec committee’s mission;

(2) Friendship Park stage rental was discussed earlier during this meeting;

(3) Zach Saint Soccer Field vandalism incident was discussed. Township Administrator Joan Bair is getting an estimate for a portable solar powered security camera for parks;

(4) The Supervisors discussed park restrooms and requested Road Foreman McGowan determine cleaning and sanitizing needs before opening restrooms for public use. Jeff Vickers made a motion to approve delivery of one porta potty at Friendship Park and one at John Burdy Park. Allen Styer seconded the motion. Motion carried unanimously;

(5) Jeff Vickers made a motion to approve the purchase of a John Burdy park metal sign, estimated amount of \$175.00, to replace damaged sign. Jack Hess seconded the motion. Motion carried unanimously.

L. Planning Commission Minutes – The March 16, 2021 draft minutes were reviewed.

M. Water/Sewer Reports – March Water Authority minutes were reviewed. No Sewer Authority minutes were provided.

N. Engineer’s Report – The Supervisors reviewed the monthly Engineer’s Report. Eric McCracken, GVC, discussed the following: (1) Sunoco Pipeline road bonding is forthcoming; (2) A joint DEP permit will be needed for the Kline Road work; (3) Quarry Road and Valley Ponds Violation letters were sent.

Supervisor Paul Whiteman inquired about a full-time Engineer for the Township.

O. Solicitor’s Report – An executive session was requested.

EXECUTIVE SESSION

The Supervisors recessed into an executive session at 10:20PM. Chair Sandra Styer called the meeting back to order at 10:24PM stating the executive session was for a litigation matter.

SUPERVISORS COMMENTS

On behalf of the Board, Supervisor Whiteman expressed condolences to the Griesemer Family.

ADJOURN

Paul Whiteman made a motion to adjourn the meeting. Jeff Vickers seconded the motion. The motion carried unanimously. The meeting adjourned at 10:25PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary