

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

APRIL 27, 2021

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on April 27, 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

Terri Payne, 11 Welsh Lane, asked for the Board's approval of a "Meet the Candidates" night coordinated by residents. The Board was not opposed.

CORRESPONDENCE

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

**Berks County Public Works Meeting Cancellation
Service Electric Product Updates
Pennsylvania Turnpike Commission Reminder – Encroachments or Incursions**

BUSINESS

- A. Policy for Video Recordings of Township Meetings – No action taken.
- B. Policy for Public Township Meetings – Supervisors are currently reviewing draft policy.
- C. Ratify Bonding Application Supplemental Letter – Township Solicitor Eric Brown summarized letter. Jack Hess made a motion to ratify signed letter. Allen Styer seconded the motion. Motion carried unanimously.
- D. Authorize Signature for Bond Release Letter – Township Solicitor Eric Brown requested that this item be addressed at the May Board meeting.
- E. March Treasurer's Report – Report is forthcoming.
- F. Dissolution of Tri-County Heritage Society – Hay Creek Representatives Mark Zerr, Juliana Flora, and Gary Kurtz were present to discuss the Hay Creek Valley Historical Association. The Board requested that the Association contact Jere Brady to discuss

Page 2 of 4 Pages April 27, 2021
Board of Supervisors Minutes

Morgantown history and inventory a list of historical items currently stored in the Municipal Building.

G. Complaint Form Received – Road Master Paul Whiteman informed the Board that he and Road Foreman McGowan visited the area of North Twin Valley Road to evaluate the water runoff situation, per complaint form. The Board requested that the Township Administrator send a reminder notice to the applicable property owner regarding stormwater basin maintenance requirements noted on property deed.

H. Resolution No. 2021-29 – Township Solicitor Eric Brown summarized the resolution, a reserved handicap parking space accommodation. Jeff Vickers made a motion to approve Resolution No. 2021-29. Paul Whiteman seconded the motion. Motion carried unanimously.

I. Resolution No. 2021-28 – Jeff Vickers made a motion to approve revised 2021 Fee Schedule as presented. Jack Hess seconded the motion. Motion carried unanimously.

J. Revised Park Agreement – The Supervisors discussed the presented park agreement changes, and requested that item #4 be changed as follows: “No alcoholic beverages (unless prior approval is granted by Board of Supervisors)...”. Jack Hess made a motion to approve revising Park Agreement Form as discussed. Jeff Vickers seconded the motion. Motion carried unanimously.

The Supervisors discussed revising the Township Park Facilities Rental Application to add the following facility choices: (1) Stage, (2) Pavilion, and (3) Ball Field. Jeff Vickers made a motion to revise the Township Park Facilities Rental Application, adding the stage, pavilion and ball field facility choices. Jack Hess seconded the motion. Motion carried unanimously.

The Supervisors discussed park restrooms. Paul Whiteman made a motion to approve opening the Friendship Park restroom building upon completion of cleaning operations, seasonal operating hours remain the same. Jeff Vickers seconded the motion. Motion carried unanimously. Additionally, Paul Whiteman made a motion to approve Clyde Smith restroom cleaning operations to be done by Mold N’More, amount not to exceed \$1,182.00. Jeff Vickers seconded the motion. Motion carried unanimously.

K. Parks and Recreation Committee – (1) Draft Ordinance outlining committee responsibilities to be reviewed at next meeting; (2) April request list was discussed. The Supervisors were not opposed to the committee hosting events with an entry fee. Proposals will be presented to Board of Supervisors for approval prior to advertising events. All other action items were addressed.

L. Parks – (1) Little Mates request for stage use approved, rental forms and applicable fees will need to be completed; and, (2) Park restrooms were discussed earlier on agenda;

M. Police Department – (1) The Board was informed about Towing Application mailings; (2) Township Solicitor Eric Brown requested that the Twin Valley School District MOU be considered at the May 11, 2021 Board meeting; (3) Paul Whiteman made a motion to approve a \$500.00 check request for the Birdsboro 2021 Firearm Range Agreement. Jeff Vickers seconded the motion. Motion carried unanimously; and, (4) Paul Whiteman made a motion to approve the purchase of a new computer for the Police Department, quote by Lynx Computer Technologies in the amount of \$1,182.00. Jeff Vickers seconded the motion. Motion carried unanimously.

Page 3 of 4 Pages April 27, 2021
Board of Supervisors Minutes

N. Resolution 2021-27 – Township Solicitor Eric Brown summarized Carnival Policies and Procedures and discussed insurance requirements. Jeff Vickers made a motion to approve Resolution No. 2021-27. Jack Hess seconded the motion. Motion carried unanimously.

O. Pollution Liability Coverage – Jeff Vickers made a motion to approve obtaining Pollution Liability coverage for Public Works fuel tanks, annual premium in the amount of \$560.00. Jack Hess seconded the motion. Motion carried unanimously.

P. Bollinger Rental Agreement – Jeff Vickers made a motion to approve signing Bollinger Septic Services Rental Agreement for one Friendship Park portable restroom. Paul Whiteman seconded the motion. Motion carried unanimously.

Q. Fire Police Requests – (1) Paul Whiteman made a motion to approve the Fire Police Request for the Lew's Crew Event to be held on June 12, 2021. Jack Hess seconded the motion. Motion carried unanimously; (2) Paul Whiteman made a motion to approve the Fire Police Request for the French Creek Iron Tour to be held on June 13, 2021. Jeff Vickers seconded the motion. Motion carried unanimously; and, (3) Jeff Vickers made a motion to approve the Fire Police Request for the Morgantown Carnival to be held June 15-19, 2021. Jack Hess seconded the motion. Motion carried unanimously.

R. Chief of Police Selection Process – Chair Sandra Styer explained that the Township received 35 applicants for the Chief of Police advertised position, the list was narrowed down to 17 qualified individuals. Interviews will be scheduled for the top four (4) candidates. Resident Patty Brann, 51 Trappers Run, inquired about recruiting a community resident for the selection process. Chair Styer explained that all 5 Township Supervisors will be participating in the interview and selection process.

S. Apartments on Main LDP – The Supervisors were informed about land development plans that are ready for signatures.

At the conclusion of discussions, Supervisor Whiteman inquired about Road Work Bids. Township Engineer Eric McCracken gave a summary of bids and explained that further review is required. No action taken at this time. 2021 Street Work Bid recommendations will be presented at the May 11, 2021 Board meeting.

Road Foreman Keith McGowan discussed illegal dumping that is occurring along the Pennwood walking trail. The Board requested that trail maps be obtained and that residences be contacted regarding the illegal dumping that is occurring.

Stormwater updates: (1) Road Foreman McGowan explained that the Highcroft large detention pond is not draining. Great Valley Consultants was asked to look into the situation and issue a violation letter if needed; (2) Red Carpet Inn owner, Ms. Patel was present to request an update regarding her complaint form. Township Engineer Eric McCracken explained that a violation letter was recently mailed to the property owner responsible for correcting the issues.

Supervisor Whiteman discussed options for a new Public Works vehicle. Road Foreman McGowan discussed truck delivery delays and provided cost estimates - \$84,865.00 for chassis and \$81,718.00 for truck body/upfit. Allen Styer made a motion to approve placing an order for a reserved 2022 truck. Paul Whiteman seconded the motion. Motion carried unanimously.

Chair Styer informed the Board that the Parks and Recreation Committee will be reviewing annual ballfield and soccer contracts November of each year. Also, the committee will be performing annual park inspections. The Board recommended inspections take place in the Spring and the Fall.

Parks and Recreation Committee Member Brandy Schell inquired about a new website for the Township. Township Administrator Joan Bair was asked to look into quotes for a new website.

Terri Payne, 11 Welsh Lane, asked the Board about inviting Xfinity to provide services to Morgantown. The Board is not opposed. Solicitor Brown discussed the option of utilizing forthcoming rescue funds for improving technological infrastructure needs.

EXECUTIVE SESSION

No Executive Session needed.

SUPERVISORS COMMENTS

Supervisor Whiteman informed the Board about forthcoming revised carnival contracts.

ADJOURNMENT

Paul Whiteman made a motion to adjourn the meeting. Jeff Vickers seconded the motion. Motion carried unanimously. The meeting adjourned at 8:42PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary