

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

May 11, 2021

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on May 11, 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; Jeff Vickers, Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Jeffrey Downing, Griesemer Accounting; Eric McCracken, Great Valley Consultants; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary; Member Not Present: Jack Hess, Supervisor.

CALL TO ORDER

Chairperson Sandra Styer called the meeting to order at 7:00 PM.

CORRESPONDENCE

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

PennDot Release: Draft Transportation Funding Study (www.penndot.gov/funding)
Berks County Assessment Notice – Exemption Appeal
County of Berks Emergency Services – GIS Data Project
MRM Trust – Annual Meeting Change of Date
PA DEP – Surface Mining Permits Notice (Bond Amount Updates)
PSATs News Bulletin for April 2021
Caernarvon Township Financial Statements Dated December 31, 2020
Ethics Form Due Date – Ethics Commission Granted Extension Until June 1, 2021

COMMENTS FROM THE ASSEMBLY

Michelle Raymond, 20 Lenape Drive, inquired about the May Planning Commission meeting that will occur on the same day as Primary Election Day. The Supervisors agreed to keep the Planning Commission meeting date as May 18, 2021.

Zoom Participant Dave Lieb, Highcroft, inquired about zoning standards for traffic noise. Mr. Lieb was advised by the Board to contact the applicable service provider regarding the noise complaint and discuss service times.

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman made a motion to accept minutes of the April 13, 2021 Regular meeting. Jeff Vickers seconded the motion. Motion carried unanimously.
- B. Jeff Vickers made a motion to accept minutes of the April 27, 2021 Workshop meeting. Allen Styer seconded the motion. Motion carried unanimously.

TREASURERS REPORT

The Supervisors reviewed the Treasurer's reports. Paul Whiteman made a motion to accept the Treasurers monthly report for the period ending March 31, 2021. Allen Styer seconded the motion. Motion carried unanimously.

Jeff Vickers made a motion to accept the Treasurers monthly report for the period ending April 30, 2021. Paul Whiteman seconded the motion. Motion carried unanimously.

EXPENSE LIST

Paul Whiteman made a motion to pay the bills on the May 11, 2021 bill list, amount of \$141,048.38 General Fund; \$4,260.47 Street Light Fund; \$340.40 Building Tax Fund. Jeff Vickers 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. Bond Release Letter – Allen Styer made a motion to approve signing presented Bond Release Letter. Jeff Vickers seconded the motion. Motion carried unanimously.

D. Treasurer Memorial Plaque – The Supervisors requested a quote for a plaque in memory of Treasurer John “Jack” H. Griesemer Jr.

E. 2021 Street Work – As follows:

(1) Upon Township Engineer's recommendation, Paul Whiteman made a motion to approve payment in the amount of \$5,636.00 to Lyons & Hohl for the Pennwood Sidewalk Replacement Project, a retainage amount of \$500.00 is to be held for seeding work to be completed. Jeff Vickers seconded the motion. Motion carried unanimously;

(2) Upon Township Engineer's recommendation, Paul Whiteman made a motion to award the 2021 Maintenance Project to Martin Paving, Inc. in the amount of \$53,313.92, base bid amount. Jeff Vickers seconded the motion. Motion carried unanimously;

(3) Upon Township Engineer's recommendation, Paul Whiteman made a motion to award the 2021 Street Construction Project to H&K Group, Inc. in the amount of \$202,620.35, base bid amount. Allen Styer seconded the motion. Motion carried unanimously;

(4) Upon Township Engineer's recommendation, Paul Whiteman made a motion to extend the Elverson/Harmony Road Pipeline permits until December 2021. Jeff Vickers seconded the motion. Motion carried unanimously.

Public Comment: Michelle Raymond, 2 Lenape Drive, inquired about a proposed Boston Market. The Engineer had no updates.

F. Uniform Construction Code Intergovernmental Agreement – Allen Styer made a motion to approve entering into the Intergovernmental Agreement for Uniform Construction Code Countywide Appeals Board, membership fee of \$300.00. Jeff Vickers seconded the motion. Motion carried unanimously. Resolution for the agreement is forthcoming.

G. MABA Banners Program Request – The Supervisors discussed this request and did not extend the banners program to the MABA. The Township Banners program is solely for the Hometown Heroes and Township sponsored events.

H. Police Department – Agenda items listed will be discussed at the next meeting.

I. Benecon Health Reimbursement Plan Documents – Jeff Vickers made a motion to approve Township Administrator Joan Bair as signer for the presented 2021 Benecon Forms. Allen Styer seconded the motion. Motion carried unanimously.

J. Parks and Recreation - (1) The Board of Supervisors accepted the signed 2021 Park and Field Use Contract, ready for the Board Chair's signature; (2) The Supervisors discussed the draft Ordinance and requested that a revision be made to include a provision for annual updates by Resolution. Public Comment: Patty Brann addressed the committee's plans of charging fees for events; (3) The Supervisors discussed the presented Pennwood map highlighting current open space and walking trails. GVC was requested to work on adding features to the map such as applicable Ordinance numbers, and also formalize the highlighted areas in a printable format.

Supervisor Vickers discussed recent complaints about four wheelers activity within the Township.

K. American Rescue Plan (ARP) – Township Administrator Joan Bair informed the Supervisors about an upcoming PSATs webinar that will provide pertinent information regarding forthcoming funds from the ARP.

L. Highway Occupancy Permits Escrow – Upon the Township Engineer's recommendation, Paul Whiteman made a motion to approve releasing two escrow payments, each in the amount of \$1500.00, totaling \$3,000.00 made payable to JMF Underground, Inc. for the Maple Drive and Welsh Lane Highway Occupancy Permits. Jeff Vickers seconded the motion. Motion carried unanimously.

M. Twin Valley Mariner Grant – Township Engineer Eric McCracken informed the Board of Supervisors about a recent meeting with Twin Valley School District representatives. Discussion took place regarding runoff matters and easements needed to perform maintenance work.

N. Carnival Representation Audit Letter – Jeff Vickers made a motion to approve Chairperson signing the presented RKL Carnival Engagement Audit Letter. Paul Whiteman seconded the motion. Motion carried unanimously.

O. Maintenance Department - (1) Jeff Vickers made a motion to approve Road Foreman Keith McGowan as signer for the Rock Salt Bid Voting Sheet. Allen Styer seconded the motion. Motion carried unanimously; (2) Road Foreman McGowan discussed future plans for a new salt shed. Chairperson Styer requested cost estimates for a new salt shed; (3) Road Foreman McGowan updated the Board of Supervisors on the funding needed for new equipment. The Board agreed to hold off on a new truck order for 2022.

TOWNSHIP REPORTS

A. Township Administrator – Administrator Joan Bair informed the Supervisors about the DCED meeting date change, the meeting was rescheduled for May 19, 2021 at 5PM.

B. Carnival/Anniversary – Carnival minutes for April 19, 2021 and April 26, 2021 were reviewed. Supervisor Paul Whiteman informed the Board about forthcoming updated carnival contracts. Following discussion, motions were presented as follows:

(1) Jeff Vickers made a motion to approve the 2021 International Fireworks carnival contract in the amount of \$7,500.00, subject to required Certificate of Insurance and Township Solicitor's addendum for additional contractual language needed. Allen Styer seconded the motion. Motion carried unanimously;

(2) Jeff Vickers made a motion to approve the 2021 Jeff Krick carnival entertainment contract in the amount of \$1,000.00, subject to required Certificate of Insurance and Township Solicitor's addendum for additional contractual language needed. Allen Styer seconded the motion. Motion carried unanimously;

(3) Jeff Vickers made a motion to approve the 2021 Jess Zimmerman carnival entertainment contract in the amount of \$1,000.00, subject to required Certificate of Insurance and Township Solicitor's addendum for additional contractual language needed. Allen Styer seconded the motion. Motion carried unanimously;

(4) Allen Styer made a motion to approve the 2021 JB Sound carnival entertainment contract in the amount of \$1,600.00, including a non-refundable deposit in the amount of \$500.00, subject to required Certificate of Insurance and Township Solicitor's addendum for additional contractual language needed. Jeff Vickers seconded the motion. Motion carried unanimously;

(5) Allen Styer made a motion to approve the 2021 John Bressler carnival entertainment contract in the amount of \$2,000.00, including a non-refundable deposit in the amount of \$1,000.00, subject to required Certificate of Insurance and Township Solicitor's addendum for additional contractual language needed. Jeff Vickers seconded the motion. Motion carried unanimously.

Supervisor Whiteman informed the Board about entertainment sponsors, and projected costs for carnival expenses (including rental of tables and chairs), total amount for the week will be approximately \$11,428.00.

C. Maintenance Report – Monthly Maintenance report was reviewed. Road Foreman McGowan discussed hiring needs for Summer help.

D. SEO Report – Monthly report reviewed.

E. Library Report – Monthly report reviewed.

F. Tax Collector Report – Monthly report reviewed.

G. Police Department – Monthly Report will be provided at next Township meeting.

H. Zoning/Code Enforcement Officer – Monthly zoning/code report reviewed.

I. EMS report – February, March and April reports reviewed.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation – March and April draft minutes reviewed.

L. Planning Commission Minutes – Draft April 20, 2021 minutes reviewed.

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

N. Engineer's Report – Monthly report reviewed. Township Engineer Eric McCracken informed the Board about a Kidjoy land development submittal for review at the May Planning Commission meeting. The Board discussed pending stormwater items and requested Engineer McCracken review list and take action on any outstanding items. Chairperson Styer requested an update be provided at the next Regular Township meeting. Road Foreman McGowan informed the Board about recent drainage improvements completed.

O. Solicitor's Report – Township Solicitor Brown informed the Board about text amendments under review by the Planning Commission. After discussion, Solicitor Brown requested an executive session to discuss a personnel matter.

EXECUTIVE SESSION

The Supervisors recessed for an Executive Session at 8:50PM to discuss a personnel matter. Chairperson Styer called the meeting back to order at 9:18PM.

SUPERVISORS COMMENTS

Supervisor Whiteman reminded everyone about next week's Primary Election Day, May 18 2021.

Supervisor Allen Styer inquired about plans for "Meet the Candidates" event. Terri Payne, 11 Welsh Lane, explained that plans are underway for the event.

ADJOURN

Paul Whiteman made a motion to adjourn the meeting. Jeff Vickers seconded the motion. The motion carried unanimously. The meeting adjourned at 9:20PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary