

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

MAY 25, 2021

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on May 25, 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; 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

Michelle Raymond, 20 Lenape Drive, inquired about Carnival invoices and misappropriation of expenses.

Patty Brann, 51 Trappers Run, discussed and clarified a personal matter that occurred at the previous Township meeting.

EXECUTIVE SESSION ANNOUNCEMENT

Chair Styer announced that an Executive Session took place on May 19, 2021 at 6PM for a personnel matter.

At this time, Chair Styer requested an Executive Session. The Supervisors recessed into an Executive Session at 7:03PM. Chair Styer called the meeting back to order at 7:47PM and advised that session was for a personnel matter.

Chair Styer explained that the Township reviewed 35 applications for the Chief of Police position, and narrowed down the list to 17 then to 5 well qualified candidates for consideration.

Allen Styer made a motion to approve a conditional offer to Candidate 1 for the Chief of Police position, subject to successful background checks and salary acceptance. Roll Call was made:

Jeff Vickers	YES
Jack Hess	YES
Sandy Styer	YES
Paul Whiteman	YES
Allen Styer	YES

Public Comment: Michelle Raymond, 20 Lenape Drive, inquired about Candidate 2. No status was provided.

Patty Brann, 51 Trappers Run, asked about timeline for background checks. Solicitor Eric Brown explained that at this time a timeline cannot be determined.

Motion passed.

CORRESPONDENCE

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

Berks County Public Libraries – Thank You for Your Support
Pipeline Mariner East 2 News/Update
Berks County Water and Sewer Association “Virtual” Conference July 28, 2021
Berks County Planning Commission Event June 9, 2021
Last Issue of The Local Historian Publication
MABA Newsletter May 2021

BUSINESS

A. Policy for Video Recordings of Township Meetings – Allen Styer made a motion to approve Resolution 2021-25 as presented. Michelle Raymond, 20 Lenape Drive, requested a copy. Jack Hess seconded the motion. Motion carried unanimously.

B. Policy for Public Township Meetings – Paul Whiteman made a motion to approve the Public Township Meetings Resolution. Public comment was received. Michelle Raymond, 20 Lenape Drive, requested more information about policy. Jeff Vickers seconded the motion. Motion carried unanimously.

C. Hillside Custom Machining Draft Zoning Text Amendment – Township Solicitor Brown summarized the text amendment. Jeff Vickers made a motion to approve advertising the Hillside Custom Machining draft Zoning Text Amendment. Jack Hess seconded the motion. Motion carried unanimously.

D. Berks Homes Draft Zoning Text Amendment – Township Solicitor Brown explained that Berks Homes asked to be withdrawn from the agenda to allow more time for review.

E. RKL Invoice for Carnival Agreed Upon Procedures – The Supervisors requested a cost breakdown for the presented invoice.

F. Resolution 2021-30 – Paul Whiteman made a motion to approve Resolution No. 2021-30, Berks County UCC Board of Appeals Intergovernmental Cooperation Agreement. Jack Hess seconded the motion. Motion carried unanimously. Additionally, Jeff Vickers made a motion to approve advertising notice for rescinding Ordinance No. 230, UCC Board of Appeals. Paul Whiteman seconded the motion. Motion carried unanimously.

G. Parks and Recreation Committee – Terri Payne, Parks and Recreation Member, discussed damaged Clyde Smith sign and Friendship Park stage lattice, park mulch, and parks inspections.

H. DCED Police Study Results – The Supervisors requested that Township Administrator Joan Bair invite DCED to a public meeting to present results.

I. Police Department – OIC Menna discussed the following:

(1) Car 32-3: The insurance adjuster has determined that the car is totaled. The Supervisors requested quotes be obtained for a new vehicle (both car and truck estimates);

Page 3 of 4 Pages May 25, 2021
Board of Supervisors Minutes

(2) MOU: Paul Whiteman made a motion to approve the Twin Valley School District Memorandum of Understanding, subject to final corrections made by Twin Valley School District. Jack Hess seconded the motion. Motion carried unanimously;

(3) Towing Policy Revisions: Paul Whiteman made a motion to approve revising Township Towing Policy, Storage Facilities Hours, Section 2g. Jeff Vickers seconded motion. Motion carried unanimously. Additionally, Jeff Vickers made a motion to revise Towing Policy, if needed, for the following: Towing operator terminology, Lighting requirements, and Pricing information;

(4) Mutual Aid Agreement – Solicitor Eric Brown explained that Municipal signatures are in process;

(5) Body Worn Camera Policy – Paul Whiteman made a motion to approve the presented Body Worn Camera Policy, subject to approval by OIC Menna and Solicitor Brown. Jeff Vickers seconded the motion. Motion carried unanimously.

J. Revised Chief of Police Ordinance – Jeff Vickers made a motion to approve advertising the presented revised Chief of Police Ordinance. Keith Fritz, 100 Broad Ax Pass, inquired about residency requirement for new Chief. Allen Styer seconded the motion. Motion carried unanimously.

At this time, Supervisor Allen Styer discussed recent complaints about jake breaking occurring on the hill near Morview Boulevard (pizza hut location). OIC Menna explained that the area is a state road and that a local authority cannot prohibit the use of brake retarders.

Also, the Supervisors discussed some safety concerns for school bus drivers and suggested increased police monitoring throughout the Township to help with the issues.

K. Maintenance Report – no action required at this time.

L. Carnival – (1) The Supervisors discussed insurance requirements for 2021 event vendor concession contracts, and explained that a Township signature is not required on form. After discussions, Jeff Vickers made a motion to approve \$500,000.00 minimum commercial general liability requirement for the 2021 event vendor concession contracts. Jack Hess seconded the motion. Motion carried unanimously; and, (2) Volunteer clearances discussion took place. Chair Styer explained that the Board requests volunteers to work in pairs, and the committee was asked to obtain clearances for all volunteers.

M. Social Hall Rentals – The Supervisors requested that Social Hall rentals be permitted after Memorial Day, following state guidelines.

N. AED Equipment – On behalf of EMS, Officer Dunlap extended an offer to the Township for 2 new AED units including a service agreement. Paul Whiteman made a motion to approve the AED invoice, in the amount of \$3,070.00, including service agreement and a \$600.00 rebate offer. Jeff Vickers seconded the motion. Motion carried unanimously.

O. Pavlesich Plans Ready for Signature.

SUPERVISORS COMMENTS

Supervisor Whiteman congratulated Primary Election candidates, and reminded everyone about carnival dates, June 15-19, 2021.

ADJOURNMENT

Jeff Vickers made a motion to adjourn the meeting. Paul Whiteman seconded the motion. Motion carried unanimously. The meeting adjourned at 8:43PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary