

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

June 8, 2021

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on June 8, 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; Jack Hess, 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.

CALL TO ORDER

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

EXECUTIVE SESSION ANNOUNCEMENT

Chair Styer announced that an Executive Session took place on June 2, 2021 at 6PM for personnel reasons.

At this time, Chair Styer requested an Executive Session. The Supervisors recessed for an Executive Session at 7PM.

Chair Styer called the meeting back to order at 7:30PM and explained that the Executive Session was to discuss a personnel matter.

CORRESPONDENCE

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

**Reading Area Transportation Meeting, July 8, 2021
County of Berks Assessment Appeal Pre-Trail Status Notice
PSATs News Bulletin May 2021
MABA Newsletter June 2021**

COMMENTS FROM THE ASSEMBLY

Michelle Raymond, 20 Lenape Drive, commented on the Board's proposed resolution for meeting recordings, and also stated that the public has the right to comment before any votes are taken by the Board.

MINUTES OF THE PREVIOUS MEETING

- A. Jeff Vickers made a motion to accept minutes of the May 11, 2021 Regular meeting. Allen Styer seconded the motion. Motion carried unanimously.
- B. Allen Styer made a motion to accept minutes of the May 25, 2021 Workshop meeting. Jack Hess seconded the motion. Motion carried unanimously.

TREASURERS REPORT

The Supervisors reviewed the Treasurer's report. Supervisor Whiteman discussed the Carnival revenue and expenses. Treasurer Jeffrey Downing summarized the report. After discussion, Paul Whiteman made a motion to accept the Treasurers monthly report for the period ending May 31, 2021. Jeff Vickers seconded the motion. Motion carried unanimously.

EXPENSE LIST

Jeff Vickers made a motion to pay the bills on the June 8, 2021 bill list, amount of \$252,267.65 General Fund; \$4,260.47 Street Light Fund; \$340.40 Building Tax Fund. Jack Hess seconded the motion. Motion carried unanimously.

BUSINESS

A. South Street Subdivision – Solicitor Eric Brown recommended reaffirming plan approval. Michelle Raymond, 20 Lenape Drive, requested information regarding the South Street Subdivision plan. Jeff Vickers made a motion to reaffirm the South Street Subdivision plan approval. Allen Styer seconded the motion. Motion carried unanimously.

B. Apartments on Main – (1) Solicitor Eric Brown recommended reaffirming plan approval. Paul Whiteman made a motion to reaffirm the Apartments on Main plan approval. Allen Styer seconded the motion. Motion carried unanimously; (2) Paul Whiteman made a motion to approve the Apartments on Main LDP Financial, Development, and Sidewalk Agreements. Jeff Vickers seconded the motion. Motion carried unanimously. Additionally, Paul Whiteman made a motion to approve the PennDot Right of Way Stormwater Agreement as presented. Jack Hess seconded the motion. Motion carried unanimously. The Township Stormwater Management Agreement is on hold for further review.

C. Zoning Hearing Board Application for Twin Valley Coffee – Township Engineer Eric McCracken summarized the zoning hearing board application. Hearing is scheduled for June 24, 2021 at 7:30PM.

D. Kidjoy Testing Lab LDP Decision – Township Solicitor Eric Brown summarized the Decision. Discussion ensued regarding the Berks County Planning Commission review letter. Kidjoy Representative Mr. Aristides Otero explained that the plan is to keep the driveway the same, no anticipated concerns. After discussion, Paul Whiteman made a motion to approve the Kidjoy Testing Lab LDP Decision as presented. Jeff Vickers seconded the motion. Motion carried unanimously.

E. Berks Homes Draft Text Amendment (revised) – Berks Homes representative Mr. Colby, Attorney, summarized the revised text amendment which includes a 2.1% reduction for proposed number of units (from 296 to 231). Mr. Gary McEwen addressed the public's question about increased school taxes. Supervisor Whiteman asked about parking plans, Mr. Colby explained that there will be room for 2 vehicles on each site and an additional 1 vehicle per every 2 homes. Ms. Shannon Long, 15 Hunters Hill, asked for clarification regarding the Willow Glen connection to Route 23. Mr. McEwen explained that a signal control will be put into place to avoid an unsafe route on Willow Glen and will be on the commercial side of the concept plan. Ms. Julie Slabinski, GKH, inquired about the estimated number of residents expected for the proposed development. Mr. McEwen did not have statistics at this time. Ms. Lindsay Mercer, no address provided, stated that she foresees challenges for the school system. Discussion took place regarding traffic congestion during busy/demanding hours. Eric Mountz, Traffic Planning

and Design, addressed traffic concerns and summarized a preliminary traffic study that was completed for the project. Patty Brann, 51 Trappers Run, asked the Berks Homes Representative to elaborate on how the proposed housing development will benefit the Township. Ms. Nicole Burkholder, Main Street, shared her thoughts about how Berks Homes has been accommodating to the Township, they strive to address any concerns raised. Mr. Wayne Winther, 17 Lenape Drive, commented on traffic concerns addressed during planning and decisions for casino. Ms. Terri Payne, 11 Welsh Lane, shared her concerns about how the roads will be affected by the new development. Ms. Patty Brann, 51 Trappers Run, inquired about legal fees incurred for text amendment proposal.

After discussions, Township Solicitor Eric Brown presented options for the Board. Sandra Styer made a motion to reject the Berks Homes proposed Text Amendment. Allen Styer seconded the motion. Motion did not pass, 2-3, Paul Whiteman, Jack Hess and Jeff Vickers opposed. Following failed motion, Paul Whiteman made a motion to refer the Berks Homes Text Amendment to the Berks County Planning Commission for comments. Jack Hess seconded the motion. Motion passed 3-2, Sandra Styer and Allen Styer opposed.

F. Police Chief Appointment – Paul Whiteman made a motion to approve the appointment of Paul Stolz as Caernarvon Township Police Chief, effective June 21, 2021, annual salary in the amount of \$100,000.00. Public Comment: Patty Brann, 51 Trappers Run, shared a personal matter with the Board, concerns regarding the selection made. Michelle Raymond, 12 Lenape Drive, shared her views about not bringing in an outside candidate for the position. In conclusion, Jack Hess seconded the motion. Motion passed unanimously, 5-0.

G. Police Chief Contract – Township Solicitor Eric Brown summarized the presented Police Chief Contract. Jeff Vickers made a motion to approve the Police Chief contract with an expiration date of December 31, 2025. Frank Payne, 11 Welsh Lane, expressed his support of the new Chief for Morgantown. In conclusion, Jack Hess seconded the motion. Motion carried unanimously, 5-0.

H. Police Car 32-3 Replacement – Paul Whiteman made a motion to approve Officer in Charge Menna finalizing Lease proposal for a 2021 Ford Police Utility vehicle from New Holland Ford. Jeff Vickers seconded the motion. Motion carried unanimously. Finalized paperwork to be presented at the June Workshop for approval by the Board.

I. Little Mates Stage/Park Rental Cancellation – Paul Whiteman made a motion to approve a \$250.00 reimbursement to Little Mates for their June 3, 2021 stage/park event which was cancelled due to inclement weather. Jack Hess seconded the motion. Motion carried unanimously.

J. Village of Briarcrest HOA Parking Request – Jeff Vickers made a motion to approve permitting residents of Briarcrest to park along Valley Ponds Drive in accordance with the HOA's upcoming paving project schedule. Jack Hess seconded the motion. Motion passed unanimously.

K. American Rescue Plan (ARP) – (1) Jeff Vickers made a motion to ratify authorized signers, Chair Styer and Joan Bair, for the American Rescue Plan application. Jack Hess seconded the motion. Motion carried unanimously; (2) Budget Resolution Sample – No action required at this time.

L. Fire Police Assistance Request – Paul Whiteman made a motion to approve the June 26, 2021 Fire Police Assistance Form for the Fun Run/Walk Event. Jeff Vickers seconded the motion. Motion passed unanimously.

M. RKL Invoice for Carnival Procedures – Item tabled for further review.

N. Twin Valley Mariner Grant – Township Engineer Eric McCracken updated the Board on the stormwater improvements design that is currently under review for this project.

O. XTL Update – A project extension is forthcoming. Supervisor Whiteman requested an update regarding the grant for this project.

P. Kline and Hopewell Road Permits Cost Estimate – Township Engineer McCracken gave a report to the Board regarding cost estimates for permit.

Q. 371 Swamp Road - Township Engineer McCracken updated the Board on driveway pipe matter. Jeff Vickers made a motion to approve Great Valley Consultants proceeding with taking necessary zoning enforcement action to address the 371 Swamp Road driveway pipe matter. Allen Styer seconded the motion. Motion carried unanimously.

R. No Parking Ordinance – This item was tabled, to be discussed at the June Workshop meeting.

S. 2021 Street Projects - Contracts are ready for signatures. Engineer McCracken informed the Board about the upcoming pre-construction meeting.

T. Skate Park Suggestion – The Board discussed recreation equipment at the Highcroft Field. Shannon Long, 15 Hunters Hill Drive, inquired about equipment liability. The Board requested that the Parks and Recreation Committee discuss recreation options at their next meeting.

U. Treasurer Memorial Plaque – For review at next meeting.

TOWNSHIP REPORTS

A. Township Administrator – Administrator Joan Bair informed the Supervisors about the DCED presentation to the public, scheduled for June 22, 2021 Workshop Meeting.

B. Carnival/Anniversary – Supervisor Whiteman requested advance checks for carnival expenses. Jack Hess made a motion to approve Carnival Chairman’s request for checks totaling \$12,500.00 for carnival contract payments, and an additional \$1,500.00 for petty cash. Jeff Vickers seconded the motion. Motion carried unanimously.

C. Maintenance Report – Monthly Maintenance report was reviewed. Road Foreman McGowan discussed seasonal help roster. No new hires needed at this time. The Board was updated on the Clyde Smith restroom condition.

D. SEO Report – Monthly report reviewed.

E. Library Report – Monthly report and June 26, 2021 event invitation were reviewed.

F. Tax Collector Report – Monthly report reviewed.

G. Police Department – Monthly Reports for April and May reviewed. OIC Menna informed the Board about body camera system installation. Revisions are needed for the policy, for review at next meeting.

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

I. EMS report – No reports.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation – (1) May request list reviewed. Keys for the social hall was discussed; (2) Draft Ordinance discussed. Paul Whiteman made a motion to amend Sections 2 and 6 for the proposed Ordinance, per Solicitor Brown’s recommendation. Allen Styer seconded the motion. Motion carried unanimously; (3) May Minutes reviewed; (4) Jeff Vickers made a motion to approve reimbursement to Frank Payne for Township Sign Invoice in the amount of \$240.00. Allen Styer seconded the motion. Motion carried unanimously.

L. Planning Commission Minutes – Draft 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 the following: (1) Sunoco road improvements estimate, and (2) zoning violation letters sent.

O. Solicitor’s Report – Township Solicitor Brown had no additional updates to report.

At this time, Ms. Patel, 3736 Main Street, shared her concerns about tall grass at a neighboring property. Zoning Officer Naugle explained the zoning process, notice of violation followed by a citation if necessary, for addressing such concerns.

Ms. Patty Brann, 51 Trappers Run, discussed the Police Chief selection. Chair Styer explained the hiring and selection process, a decision which is made by the Board of Supervisors.

SUPERVISORS COMMENTS

Supervisor Whiteman reminded everyone about upcoming Morgantown Carnival.

ADJOURN

Paul Whiteman made a motion to adjourn the meeting. Jeff Vickers seconded the motion. The motion carried unanimously. The meeting adjourned at 9:58PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary