

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

JUNE 22, 2021

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on June 22, 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; Jack Hess, Supervisor; Allen Styer III, Supervisor; Paul Whiteman, Supervisor; Eric Brown, Siana Law; Paul Stolz, Chief of Police; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary. Members Not Present: Supervisor Jeff Vickers and Treasurer Jeffrey Downing.

CALL TO ORDER

Chairperson Sandra Styer called the meeting to order at 7:00 PM. This was followed by the Pledge of Allegiance.

CORRESPONDENCE

No correspondence.

PUBLIC HEARING

Solicitor Eric Brown called the Public Hearing to order at 7:01PM EDT. He indicated the hearing was for the purpose of discussing and adopting a text amendment to the Township's Zoning Ordinance of 2007, to revise Section 409.9, entitled "District Boundaries – Rules for Interpretation." Mr Jaros, Hillside Custom Machining Representative, was available via Zoom to provide comments and answer any questions. After discussion, Solicitor Brown explained that the proposed zoning text amendment was advertised twice per requirements, and was reviewed by both the Caernarvon Township and Berks County Planning Commissions. At this time the public was invited to provide comments. After having no public comments, Solicitor Brown closed the hearing at 7:02PM.

Paul Whiteman made a motion to adopt the presented Township Zoning Ordinance Text Amendment, specifically to revise Section 409.9, entitled "District Boundaries – Rules for Interpretation." Jack Hess seconded the motion. Motion carried unanimously, 4-0.

COMMENTS FROM THE ASSEMBLY

Steve Stoltzfus, Sheds Unlimited, requested time to update the Board on his Phase II project. Mr. Stoltzfus explained that the project deadline has experienced some delays. He elaborated on pipe extension work needed, and also discussed the DEP permitting process.

BUSINESS

A. DCED Police Study Presentation – Madra Clay, DCED, and Chief Mettin, DCED Consultant, attended the Township meeting via Zoom. Ms. Clay introduced herself and consultant Chief David Mettin. Chief Mettin then proceeded to present the results of the DCED Caernarvon Township Police Department Study. Highlights included: Staffing Level, Hiring Procedures, Outdated Policies, Training, and Performance Evaluation System. Public Comment: Michelle Raymond, 20 Lenape Drive, addressed casino staffing needs and asked Chief Mettin to further explain the differences between Part I and Part II Offenses. At the conclusion of the presentation, the Board requested that the DCED report be added to the Township’s website.

B. Zoning Hearing Board Scheduled for July 22, 2021 – The Board was informed about the 330 Shiloh Road Zoning Hearing Board application received. Zoning Hearing is scheduled for July 22, 2021 at 7:30PM.

C. Apartments on Main Stormwater Agreement – Solicitor Brown informed the Board about stormwater maintenance escrow updates. This item was tabled, Developer’s signature is required on the revised agreement.

D. XTL Extension Letter – Allen Styer made a motion to acknowledge receipt of the XTL LDP review time extension through September 30, 2021. Jack Hess seconded the motion. Motion carried unanimously, 4-0.

E. Ordinance No. 303 for Approval – Solicitor Brown explained that Ordinance advertising requirements have been met. Allen Styer made a motion to approve Ordinance No. 303 to repeal Ordinance 230 of 2006, UCC Board of Appeals. Jack Hess seconded the motion. Motion carried unanimously, 4-0.

F. Ordinance No. 304 for Approval – Solicitor Brown explained that Ordinance advertising requirements have been met. Paul Whiteman made a motion to approve Ordinance No. 304, Establishing Chief of Police Duties and Responsibilities; Repealing and Replacing all Ordinances Inconsistent Herewith. Jack Hess seconded the motion. Motion carried unanimously, 4-0.

G. Parks and Recreation Committee Draft Ordinance – The Board requested that the Parks and Recreation Committee review the presented draft Ordinance at their next public meeting.

H. No Parking Ordinance – Ordinance No. 300 is currently under review by Chief Stolz and Road Foreman McGowan.

I. Solicitation Ordinance – The Board discussed background checks for solicitation permit applications, and will review Ordinance No. 293, Sections 8 and 16, for possible revisions.

J. Police Department –

(1) Authorized Signers for 2019 Dodge Durango – Allen Styer made a motion to approve Chair Styer and Township Administrator Joan Bair as authorized signers for the 2019 Dodge Durango (Car 32-3) Power of Attorney Insurance Paperwork for Title and Registration Transfer. Jack Hess seconded the motion. Motion carried unanimously, 4-0;

(2) Car 32-3 Replacement Vehicle - Motions were presented as follows:

- (a) Paul Whiteman made a motion to approve Resolution No. 2021-32, Addition to Master Lease #30160 with Fulton Bank, N.A., as presented. Jack Hess seconded the motion. Motion carried unanimously 4-0;
- (b) Paul Whiteman made a motion to approve the Agreement of Sale for the 2021 Ford Explorer Police Utility AWD with 10-8 EVS Upfit, costars amount of \$42,083.00, and authorize Chief Paul Stolz to sign, on behalf of the Township, any necessary New Holland Auto Group documentation for the purchase. Jack Hess seconded the motion. Motion carried unanimously, 4-0;
- (c) Paul Whiteman made a motion to approve Purchase Orders PD2021-43, TRM Radios Upfitting in the amount of \$3,900.81, and PD2021-44, Cleverly Designs Decal Work in the amount of \$650.00, for the new 2021 Ford Explorer Police Utility Vehicle. Jack Hess seconded motion. Motion carried unanimously, 4-0;
- (d) Paul Whiteman made a motion to approve Cleverly Designs Decal Option #2 for the new 2021 Ford Explorer Police Utility Vehicle. Jack Hess seconded the motion. Motion carried unanimously, 4-0.

(3) Mutual Aid Agreement for Approval – Solicitor Brown explained that this agreement is currently under review;

(4) Revised Body Cameras Policy – Chief Stolz explained that per the manufacturer’s recommendation, the retention requirements section of the policy was revised. Jack Hess made a motion to approve the revised Police Department Body Cameras Policy as per the manufacturer’s recommendation. Allen Styer seconded the motion. Motion carried unanimously, 4-0.

Supervisor Whiteman inquired about CODY upgrades for Police Vehicles. Chief Stolz explained that he is in the process of obtaining estimates from CODY.

K. Maintenance Report – (1) Road Foreman McGowan informed the Board about Sunoco’s recent agreement for road work. The Board was provided a response letter from Great Valley Consultants. Solicitor Brown informed the Board that he will forward any applicable established Sunoco/Mariner Pipeline Road Maintenance Agreements for their review; (2) Road Foreman McGowan discussed County Line Ownership discrepancies in the area of Plumwood and Mountain View. Per the Liquid Fuels map the boundary line shows that portions of Plumwood and Mountain View are within HoneyBrook Township’s jurisdiction. The Board requested Township Administrator Joan Bair send a letter to Honeybrook Township regarding the County Line Ownership matter.

L. Mortgage Invoice Check Request – Jack Hess made a motion to approve processing a check request for the Township Building Mortgage Invoice received on June 14, 2021. Paul Whiteman seconded the motion. Motion carried unanimously, 4-0.

M. RKL Carnival Invoice – Jack Hess made a motion to pay the RKL invoice in the amount of \$5,150.00, total cost for services to be split between the General Fund and Carnival Accrual Account. Paul Whiteman seconded the motion. Motion carried unanimously, 4-0.

N. Treasurer Memorial Plaque – The Board of Supervisors requested a cost estimate for the 9” x 18” draft plaque.

At this time, Chief Stolz requested the Board’s approval to begin advertising for additional Part-Time officers. The Board concurred.

Also, Chief Stolz provided an update regarding MPOETC certification timeframe. He thanked the Board for the opportunity to serve Caernarvon Township as the Police Chief. Chief Stolz also thanked his staff and the Township Administrator for their support and assistance during the hiring process. Lastly, he welcomed the public to visit the Police Department and an open line of communication with the community.

SUPERVISORS COMMENTS

Supervisor Jack Hess thanked Pauly for another successful carnival. Supervisor Whiteman informed the Board that 2022 ride vendor options are being discussed, no contract for the Board’s review and approval at this time.

ADJOURNMENT

Jack Hess made a motion to adjourn the meeting. Allen Styer seconded the motion. Motion carried unanimously. The meeting adjourned at 8:43PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary