

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

August 10, 2021

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on August 10, 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 (via Zoom); Allen Styer III, Supervisor; Jeff Vickers, Supervisor; Jack Hess, Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Paul Stolz, Chief of Police; 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.

CORRESPONDENCE

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

PSATs News Bulletin July 2021
Reading Area Transportation Study Meeting Notice
PennDot Reimbursement Notification for Winter Services
Board of Assessment Pre-Trial Schedule Change
Berks Nature State of the Environment Event November 4, 2021
MABA Newsletter August 2021

COMMENTS FROM THE ASSEMBLY

Mr. Russell, 9 Lemontree Drive, shared his concerns about the airport property selling for residential development. He would like to see the open space remain.

Mr. Washington, 261 Willow Glen Road, expressed his concerns about future runoff issues if a residential development is built on the airport property. Chair Styer requested that Mr. Washington forward pictures of the runoff issues.

Mr. Mitchell, Airport tenant, expressed his concern about runoff issues that could occur if the proposed zoning change for the airport property is approved.

Ms. Reger, 4491 Main Street Elverson, requested that the Board not allow a zoning change for the airport property to allow for a housing development.

Ms. Brann, 51 Trappers Run, explained that she supports the airport property staying.

Mr. Robinson, airport property tenant, shared his views about the airport rezoning proposal, and requested that the Board reject the residential plan. Mr. Robinson explained to the Board that he has 350 signatures from citizens who oppose the residential plan.

Ms. Shaeffer, 2085 Main Street, Narvon, airport property supporter shared her views about how the airport property benefits career pilots. She is in support of keeping a small airport in the area.

Mr. McCoskey, Settlers Trail, supports the airport staying.

Ms. Vilaro, 13 Hunters Hill Road, shared her views about the airport property owner's right to sell. She is more supportive of a residential development versus a warehouse plan for that property.

Ms. Raymond, 20 Lenape Drive, discussed the rezoning proposal for the airport property and the possibility of a housing development versus a warehouse.

Solicitor Eric Brown gave an update on the zoning process for the airport property.

Supervisor Allen Styer explained that the airport property has value to developers and that in the past a warehouse plan was presented to the Board, but the plan didn't fit zoning requirements. The current zoning for IOP district permits a small warehouse for storing products/goods.

MINUTES OF THE PREVIOUS MEETING

- A. Jeff Vickers made a motion to accept minutes of the July 13, 2021 Regular meeting. Allen Styer seconded the motion. Motion carried unanimously.

TREASURERS REPORT

The Supervisors reviewed the Treasurer's report. Treasurer Jeffrey Downing explained that Federal Rescue Funds were received. After discussion, Jeff Vickers made a motion to accept the Treasurers monthly report for the period ending July 31, 2021. Jeff Vickers seconded the motion. Motion carried unanimously.

EXPENSE LIST

Jack Hess made a motion to pay the bills on the August 10, 2021 bill list, amount of \$91,893.42 General Fund; \$4,343.43 Street Light Fund; \$340.40 Building Tax Fund; \$3,900.81 Accrual Account. Allen Styer seconded the motion. Motion carried unanimously.

BUSINESS

A. American Rescue Plan Funds – (1) Jeff Vickers made a motion to approve transferring the \$218,549.31 ARP funds from the General Account to the Accrual Account. Allen Styer seconded the motion. Motion carried unanimously; (2) The Supervisors discussed a plan for determining how to spend the rescue funds. Administrator Joan Bair was asked to coordinate a proposed list of eligible projects for review and approval at the September Regular Meeting. At this time, the Board of Supervisors requested that the final monthly Treasurer's Report be posted on the Township website. Terri Payne, Parks and Recreation Member inquired about eligibility requirements for parks improvement projects.

B. Township Complaint Form Received August 6, 2021 (fireworks) – Ms. Brewer, 1502 Red Hill Road, discussed her complaint form. Solicitor Eric Brown explained State Law regarding regulation of fireworks. The Board requested that the Township's Nuisance Ordinance be reviewed at the next meeting for possible updates. Also, Supervisor Styer asked that a newsletter article be published regarding fireworks.

C. Denlinger/JAAMR Holdings Annexation – Solicitor Eric Brown summarized the presented Decision. Discussion took place regarding basin maintenance matter affecting the hotel located in that vicinity. After discussions, Allen Styer made a motion to approve the Denlinger/JAAMR Holdings Annexation as presented. Jack Hess seconded the motion. Motion carried unanimously.

D. Twin Valley Coffee LDP – Mr. Brad Grauel, OTM LLC, presented this Land Development Plan to the Board, and requested conditional approval. Terri Payne, Welsh Lane, inquired about entrance changes. Mr. Grauel explained that there will be a one way in and one way out driveway. After discussions, Paul Whiteman made a motion to conditionally approve the Twin Valley Coffee LDP Decision, contingent upon required approvals and agreements. Jeff Vickers seconded the motion. Motion carried unanimously.

E. Apartments on Main LDP Stormwater Agreement – Solicitor Brown explained that no action is required at this time.

F. 91 Rock Ridge Temporary Construction Easement Agreement – Solicitor Brown explained that no action is required at this time.

G. Elverson Investors/Taco Bell Letter of Credit Release Request - Paul Whiteman made a motion to approve Engineer's recommended Letter of Credit Release for Elverson Investors (Starbucks/Dominos) in the amount of \$135,450.61, contingent upon receipt of as-built plans and all outstanding bills due to the Township have been paid. Jack Hess seconded the motion. Motion carried unanimously.

H. TIMET Lab Expansion Escrow Release – Allen Styer made a motion to approve Engineer's recommended escrow release number 1 for the TIMET Lab Expansion LDP, in the amount of \$17,021.22, contingent upon all outstanding bills due to the Township have been paid. Jeff Vickers seconded the motion. Motion carried unanimously.

I. Wexford Court – Solicitor Eric Brown explained that this project is close to completion. At this time no action is required.

J. Resolutions for Approval:

1. Allen Styer made a motion to approve Resolution 2021-33, 120 Settlers Trail Sewage Planning Module and authorize Joan Bair, Township Administrator, as signer. Jack Hess seconded motion. Motion carried unanimously;

2. Jack Hess made a motion to approve Resolution 2021-34, supporting the Pennsylvania Commission for the United States Semi-Quincentennial (AMERICA250PA). Allen Styer seconded the motion. Motion carried unanimously

3. Solicitor Brown summarized the Berks County Dispatch Services Agreement. After discussion, Allen Styer made a motion to approve Resolution 2021-35, Berks County Intergovernmental Cooperation Agreement to Provide Dispatch Services. Jeff Vickers seconded motion. Motion carried unanimously.

K. Morgantown Road Commercial – Engineer McCracken informed the Board about an upcoming scoping meeting for the project. The Supervisors requested Engineer McCracken to convey to Zoning Officer Terry Naugle the Board's concurrence for the scoping project. Solicitor Brown informed the Board about the Berks County Review Letter for review letter.

L. Act 167 Stormwater Management Ordinance – Solicitor Brown explained that advertising requirements for this Ordinance have been met. After discussion, Jack Hess made a motion to approve Act 167 Stormwater Management Ordinance. Jeff Vickers seconded motion. Motion carried unanimously.

M. Insurance Refund Check – Allen Styer made a motion to approve transferring Police Vehicle insurance refund check in the amount of \$28,735.96, from the General Account to the Accrual Account (Patrol Vehicles). Jack Hess seconded the motion. Motion carried unanimously.

N. Addresses for Approval: (1) Jeff Vickers made a motion to approve the 950 Crossings Boulevard address for the Wolfson Group vacant lot. Allen Styer seconded the motion. Motion carried unanimously; (2) Jeff Vickers made a motion to approve the 955 Heritage Drive address for the Kidjoy LDP. Allen Styer seconded the motion. Motion carried unanimously.

O. Solicitation Ordinance – Jeff Vickers made a motion to approve the Township Solicitation Permit Application as presented. Jack Hess seconded the motion. Motion carried unanimously.

P. No Parking Ordinance – Chief explained that he and Road Foreman McGowan are currently reviewing the No Parking Ordinance for possible updates. No action required at this time.

Q. Jeff Vickers made a motion to reaffirm the annual maintenance agreement with Guiwell Inc. in the amount of \$3,000.00. Jack Hess seconded motion. Motion carried unanimously.

R. Stormwater/Driveway Pipe Items – (1) Kline & Hopewell: Engineer McCracken informed the Board that he has requested written details from DEP regarding permitting requirements for this location. At this time, no action is required by the Board; (2) North Twin Valley Drainage Matter: Engineer McCracken informed the Board that an easement is needed from a local property owner before any work can begin for this project; (3) 371 Swamp Road Driveway Pipe: a zoning citation is in process; (4) Hertzler Dr. Driveway Matter: Zoning Officer Naugle is coordinating activities in response to civil complaint; (5) Valley Ponds Basin: Engineer McCracken informed the Board that construction contracts are in process for stormwater maintenance. Supervisor Whiteman addressed stormwater pipe concerns along Valley Road; (6) 60 Broad Ax Pass Driveway Pipe: Engineer McCracken informed the Board that this pipe has been cleared; (7) Chestnut Hill Drainage Swale: swale/inlet work plans are in process, including required easements.

S. Twin Valley Mariner Grant – DEP requirements have been requested. No action required by the Board at this time.

T. XTL Grant – Engineer McCracken informed the Board that this Developer has requested an escrow release which is currently under review.

U. Sunoco Road Work – No action required by Board at this time, an update will be provided at the next Regular Board Meeting.

V. Zoning Hearing Board Letters of Interest – The Board requested Township Administrator, Joan Bair, to invite interested members to attend next Regular Board meeting regarding their letters of interest.

W. Treasurer Memorial Plaque – Item has been ordered.

X. Skate Park Suggestion – No update at this time. Park and Rec Member Terri Payne explained that a parks survey for obtaining community’s suggestions is in process and will be presented to the Board of Supervisors for review and approval.

Y. Meeting Room Microphones Upgrade – The Board requested Road Foreman McGowan obtain quotes for wireless microphones.

TOWNSHIP REPORTS

A. Township Administrator – Administrator Joan Bair updated the Supervisors on Main Street banners program.

B. Carnival/Anniversary – Supervisor Whiteman and the Carnival Committee are currently reviewing carnival vendor options.

C. Maintenance Report – (1) Monthly Maintenance report was reviewed; (2) Road Foreman McGowan informed the Board about discussions currently in process with Honey Brook Township Officials regarding County Line Ownership for Plumwood/Mountain View Area.

D. SEO Report – Monthly report reviewed.

E. Library Report – (1) Monthly report reviewed. Ms. Long, Library Director, provided a summary of activities; (2) Ms. Long requested the Board’s approval to allow the Library to devote one restroom for Library staff and one for Library guests. Terri Payne, Welsh Lane, shared her concerns about the reduction of a public restroom facility. The Board asked Engineer McCracken to forward this concern to the Township Zoning Officer for review; (3) Ms. Long asked the Board for mulching and grass planting assistance from the Public Works Department in an effort to clean up and maintain the Library’s gardens. The Board concurred; (4) Jeff Vickers made a motion to approve Township Administrator Joan Bair as authorized signer for the Library Audit Certification Letter. Allen Styer seconded the motion. Motion carried unanimously.

F. Tax Collector Report – Monthly report reviewed.

G. Police Department –

(1) Monthly Report reviewed. Chief summarized monthly activities;

(2) Allen Styer made a motion to acknowledge receipt of a Part Time Police Officer’s resignation, due to accepting full time employment with another Police Department, effective July 20, 2021. Jeff Vickers seconded the motion. Motion carried unanimously;

(3) Chief announced that he successfully completed MPOETC and JNET requirements;

(4) Solicitor Brown and Chief are currently reviewing several new Police Department policies for the Board’s review at a later time. Also, the Mutual Aid Agreement is in process for approval, no action required by the Board at this time.

H. Zoning/Code Enforcement Officer – (1) Monthly zoning/code report reviewed; (2) Brittany Blvd. - Engineer McCracken explained that a weeds violation notice is forthcoming.

I. EMS report –Monthly report reviewed.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation –

(1) July meeting request list discussed. The Board requested that Terri Payne, Parks and Rec Committee Member receive a key for building and Social Hall access. Road Foreman McGowan will be obtaining a quote for a combination pad lock to eliminate the need for keys;

(2) July Minutes were reviewed;

(3) Draft Ordinance reviewed. Parks and Recreation Committee recommended 7 members, and for consistency and clarification change “Board” to “Committee”. After discussion, Allen Styer made a motion to approve advertising Ordinance, with noted changes, for Establishing A Parks And Recreation Committee consisting of 7 members. Jack Hess seconded motion. Motion carried unanimously;

(4) Current Park Rules Signs were reviewed. The Board requested that a copy of Ordinance No. 188 be included on the next Regular Meeting agenda for discussion;

(5) Illegal Dumping at Pennwood Walking Trail – The Board was informed about the need for communicating with residents regarding illegal dumping in the community. Michelle Raymond, Lenape Drive, requested more information regarding options for disposal of lawn clippings, etc. The Board requested that letters be sent to residence in the vicinity of where the illegal activity is taking place. Solicitor Brown discussed Ordinance No. 296 which regulates such activity.

L. Planning Commission Minutes – Draft minutes reviewed.

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

N. Engineer’s Report – Monthly report reviewed. Township Engineer Eric McCracken provided street work updates.

O. Solicitor’s Report – Township Solicitor Brown requested an Executive Session to discuss legal matters.

EXECUTIVE SESSION

The Supervisors recessed into an Executive Session at 8:58PM. Chair Sandra Styer called the meeting back to order at 9:18PM stating the executive session was to discuss legal matters.

SUPERVISORS COMMENTS

Supervisor Whiteman informed the Board about positive comments received from residents about the new Police Vehicle decals, and he thanked Chief for coordinating the decal work.

ADJOURN

Jeff Vickers made a motion to adjourn the meeting. Allen Styer seconded the motion. The motion carried unanimously. The meeting adjourned at 9:19PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary