

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

October 12, 2021

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on October 12, 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 Law, Township Solicitor; Paul Stolz, Chief of Police; 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.

COMMENTS FROM THE ASSEMBLY

Gary Raser, Airport tenant, offered airport activity ideas for future Township carnivals. In addition, Mr. Raser inquired about the Board's voting process for airport property zoning proposals.

Michelle Raymond, Lenape Drive, inquired about the recent Berks Homes proposal for the airport property. Chair Styer requested that Ms. Raymond utilize the meeting sign in sheet in accordance with the established public comment meeting procedures. Ms. Raymond refused to sign in and proceeded with her public comment regarding the Berks Homes proposal discussed at the September Planning Commission meeting.

CORRESPONDENCE

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

**PennDot Notice of Estimated Allocated Liquid Fuels
PA Liquor Control Board Letter - New License Notice
County of Berks 2022 Dispatching Communication Services Costs
County of Berks Municipal Officials Breakfast October 29, 2021
Berks County Conservation District Training November 4, 2021
Berks County Planning Commission Review Letter – Robeson Township Zoning
PennDot Public Comment Period for Long-Range Transportation Plan**

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman made a motion to approve the September 14, 2021 meeting minutes. Allen Styer seconded the motion. Motion carried unanimously.

TREASURERS REPORT

The Supervisors reviewed the Treasurer's reports. Jeff Vickers made a motion to amend the agenda to add the Treasurer's September report, a matter that is de minimus and does not involve entering into a contract. Jack Hess seconded motion. Motion carried unanimously.

After discussions, Jeff Vickers made a motion to accept both August 2021 and September 2021 Treasurers' reports. Allen Styer seconded motion. Motion carried unanimously. Additionally, Jeff Vickers made a motion to approve the Treasurer's September 2021 year to date revenue amount of \$2,563,489.83 and the year to date expense amount of \$2,057,035.95. Allen Styer seconded the motion. Motion carried unanimously.

EXPENSE LIST

Jack Hess made a motion to pay bills on the October 12, 2021 bill list, amount of \$301,547.31 General Fund; \$4,343.47 Street Light Fund; \$340.40 Building Tax Fund; \$6,800.00 Accrual Account. Allen Styer seconded the motion. Motion carried unanimously.

BUSINESS

A. Appointing Assistant Treasurer – The Supervisors discussed the appointment of an Assistant Treasurer. Allen Styer made a motion to appoint Joan Bair as Assistant Township Treasurer subject to obtaining same bond amount as Township Treasurer. Jeff Vickers seconded motion. Motion carried unanimously. Supervisor Whiteman inquired about the status of the Treasurer.

B. 2022 Budget – The Supervisors were provided a draft 2022 Budget for review. Chair Styer requested that the Board Members provide comments at the next Board meeting.

C. Resolution 2021-37 – Paul Whiteman made a motion to approve Resolution 2021-37 Appointing Timothy Dutton and Taylor Billman as Zoning Hearing Board Alternates. Allen Styer seconded the motion. Motion carried unanimously.

D. Morgantown Affiliates – Engineer Eric McCracken informed the Board that a zoning violation has been issued.

E. Kim Dental Land Development Plan –

(1) Paul Whiteman made a motion to approve the Kim Dental LDP requested waivers, SALDO Sections 302, 502.17, 303.A.3. Jack Hess seconded the motion. Motion carried unanimously;

(2) Paul Whiteman made a motion to reaffirm the Kim Dental Land Development Plan approval. Jeff Vickers seconded the motion. Motion carried unanimously.

F. XTL Land Development Plan – Engineer McCracken explained that at this time Developer has requested suspension of project. Grant expiration deadline is January 2024. Supervisor Whiteman discussed stormwater maintenance matters.

G. Apartments on Main Land Development Plan – Developer continues to work on completing Township requirements for recording plans.

H. 91 Rock Ridge Temporary Construction Easement – Engineer McCracken explained that the construction estimate is forthcoming.

I. Wexford Court Escrow Release Matter – Per Engineer McCracken, the walls and swales require work to be done by the Developer. Solicitor Brown requested that a notice of violation be issued if necessary.

J. Tree Work –

(1) Paul Whiteman made a motion to approve the Resolution for Clearing of Trees and Shrubbery from the Rights of Way Abutting Property and Authorizing Said Tree and Shrub Clearing. Allen Styer seconded the motion. Motion carried unanimously;

(2) SOP for Downed Trees – During the Fall Roads Inspection meeting, Road Foreman presented clearing procedures which will be adopted as guidelines for responding to situations involving downed trees;

(3) 20 Pennwood Drive Pine Trees Complaint – The Board requested that an insurance certificate be provided by resident(s) for any tree removal work that takes place on Township Open Space property; and

(4) Pennwood Walking Trail – Township Administrator Joan Bair informed the Board that illegal dumping information was mailed to the Pennwood community. Supervisor Vickers requested that a list of remaining items in open space areas be provided, and suggested property line surveys be conducted. Engineer McCracken will provide estimated survey costs.

K. Ordinances to Review for Updates – To be discussed at next meeting, Ordinances No. 210, No. 188, and No. 30.

L. Stormwater/Driveway Pipe Items –

(1) Kline & Hopewell Road Permits – Engineer McCracken is working with DEP to obtain clarification regarding permit requirements;

(2) North Twin Valley Road Drainage – Solicitor Brown recommends easement information be provided to the Board prior to the start of any pipe work plans;

(3) 371 Swamp Road – Solicitor Brown informed the Board that the hearing is scheduled for this week, Thursday at 2:30pm;

(4) 190 Settlers Trail/Chestnut Hill Drainage Swale – Solicitor Brown inquired about landowner consent and the access easement. Road Foreman McGowan provided basin pipe replacement estimate. After discussions, Sandy Styer made a motion to approve the \$11,692.00 Risbon Excavating, LLC estimate for the Chestnut Hill Road basin pipe work. Paul Whiteman seconded motion. Motion carried unanimously. In addition, Jeff Vickers made a motion to approve Public Works procuring equipment for rental, amount not to exceed \$7500.00, to begin clearing area in preparation for the Chestnut Hill Road basin pipe work. Jack Hess seconded motion. Motion carried unanimously;

(5) 91 Broad Ax Pass – Ms. Ganteaume discussed stormwater runoff concerns. RoadMaster Whiteman explained that currently staff is reviewing easements for work to be done within that community;

(6) Shiloh & California Road – Engineer McCracken is currently coordinating plans to address reported drainage issue;

(7) South Street Runoff Issue – Engineer McCracken explained that currently the Developer is making adjustments to improve stormwater runoff concerns.

M. SALDO Revisions – Solicitor Brown will address at next meeting.

N. Morgantown Sign – To be installed, no update at this time.

O. Updated MMO – Paul Whiteman made a motion to approve Chairperson Styer signing the updated 2022 MMO for the Police Pension Plan. Jeff Vickers seconded motion. Motion carried unanimously.

P. Complaint Form Received September 15, 2021, Basketball Hoops in Right of Way – Chief and Road Foreman will assist with collecting street addresses and take necessary steps to resolve safety concerns.

Q. Complaint Form Received September 16, 2021, Overgrowth of Weeds – Engineer McCracken explained that a notice of violation was issued and that GVC will verify whether or not property was recently mowed.

R. Twin Valley Mariner Grant – Engineer McCracken is currently waiting to hear back from DEP regarding pipe work eligibility. Paul Whiteman made a motion to approve sending a letter to DEP canceling grant and seek reimbursement for incurred fees, contingent upon Engineer McCracken’s findings. Jeff Vickers seconded motion. Motion carried unanimously.

S. 2021 Street Work –

(1) Upon Engineer McCracken’s recommendation, Paul Whiteman made a motion to approve payment to H&K Group in the amount of \$188,905.06 for the 2021 Street Construction Project. Jeff Vickers seconded motion. Motion carried unanimously;

(2) Fall Roads Inspection Meeting – Paul Whiteman made a motion to approve the September 28, 2021 Fall Roads Inspection Meeting Minutes. Jeff Vickers seconded motion. Motion carried unanimously.

T. Morgan Way Guiderail – Jeff Vickers made a motion to approve the Morgan Way Guiderail change order, net change in the amount of \$542.87, subject to receiving detailed amended report. Jack Hess seconded motion. Motion carried unanimously.

U. Sunoco Road Work – Engineer McCracken informed the Board that Road Work letter is in process. Also, seeding restoration work has been done and Sunoco will be contacted regarding remaining work for project.

V. Animal Services Contract – Chief Stolz provided information about Animal Rescue League’s costs for services. The Board discussed options including pick up and drop off service. No action taken at this time.

W. Rescue Funds 2021 Budget Appropriations –

(1) Paul Whiteman made a motion to approve Joan Bair as signer for the All Traffic Solutions contract for the mobile sign purchase approved by Resolution No. 2021-36. Jack Hess seconded motion. Motion carried unanimously;

(2) Allen Styer made a motion to approve Joan Bair as signer for the General Code Ordinance Codification purchase approved by Resolution No. 2021-36. Jeff Vickers seconded motion. Motion carried unanimously;

(3) The Board discussed internet installation options for Friendship Park, and recommended that Parks and Rec Committee submit a proposal for a new hot dog stand replacement building.

X. Crime Alert Donation Request – Allen Styer made a motion to approve a donation in the amount of \$500.00 made payable to Crime Alert Berks County. Jeff Vickers seconded motion. Motion carried unanimously.

Y. HoneyBrook Borough Fire Police Request – Paul Whiteman made a motion to approve the HoneyBrook Borough Fire Police Request for their October 25, 2021 Halloween Parade. Jeff Vickers seconded motion. Motion carried unanimously.

TOWNSHIP REPORTS

A. Township Administrator –

(1) Administrator Joan Bair updated the Board about the 457G Retirement Plan Deposit situation. The Supervisors requested that Township Administrator obtain estimates for pension plan options;

(2) Adobe Acrobat Pro – The Supervisors concurred with proposed Adobe Acrobat Pro Licenses;

(3) Administrator Joan Bair informed the Board that the 2020 Liquid Fuels Audit is currently taking place, the final report will be provided upon receipt.

B. Carnival/Anniversary – Supervisor Whiteman and the Carnival Committee continue to review carnival vendor options, amusement vendors estimates are forthcoming.

C. Maintenance Report –

(1) Monthly Maintenance report was reviewed.

(2) Mower Estimate was reviewed. Paul Whiteman made a motion to approve the new John Deere mower quoted in the amount of \$10,991.00. Jeff Vickers seconded motion. Motion carried unanimously;

(3) The HoneyBrook Township County line for road work was discussed. The Board requested that the Solicitor and Road Foreman meet to review map to determine line boundaries for road maintenance;

(4) New Truck delivery date is expected late December or early January.

D. SEO Report – Monthly report reviewed.

E. Library Report –

(1) Monthly report reviewed;

(2) Wish list for rescue fund projects was received. The Board requested that Township Administrator obtain eligibility information.

F. Tax Collector Report – Monthly report reviewed.

G. Police Department –

(1) Monthly Report reviewed. Chief summarized highlights and upcoming events;

(2) Vehicle Quotes –

(a) Paul Whiteman made a motion to approve the 2021 Chevrolet Tahoe purchase quoted in the amount of \$38,975.00, co-stars vendor Whitmoyer Auto Group. Allen Styer seconded motion. Motion carried unanimously;

(b) Paul Whiteman made a motion to approve Chief Stolz as signer for all required paperwork for the new 2021 Chevrolet Tahoe. Jeff Vickers seconded motion. Motion carried unanimously;

(c) Paul Whiteman made a motion to approve the Upfit Package estimate from Co-Stars Vendor TRM for the new 2021 Chevrolet Tahoe, purchase amount not to exceed \$14,000.00. Allen Styer seconded motion. Motion carried unanimously.

(3) Casino Agreement – Paul Whiteman made a motion to approve Resolution No. 2021-38 for the Intergovernmental Cooperative Agreement with the Pennsylvania State Police. Jeff Vickers seconded motion. Motion carried unanimously;

(4) Chief continues working with the Solicitor on several policies in progress;

(5) Chief and Road Foreman McGowan continue reviewing the No Parking Ordinance for updates. No action required at this time.

H. Zoning/Code Enforcement Officer – (1) Monthly zoning/code report reviewed; (2) Brittany Blvd weeds enforcement court date has not been scheduled yet; (3) Hertzler Drive Driveway matter has a court hearing scheduled for October 15, 2021, at 11am; (4) Engineer McCracken reported that the Valley Ponds swales maintenance work is in process; and (5) the Morgantown Garage parking lot matter is under review by Great Valley Consultants.

I. EMS report - No report for review.

J. Fire Department – Monthly report reviewed. Supervisor Whiteman discussed upcoming budget meeting and proposal for part time fire department drivers.

K. Parks and Recreation – (1) The August and September request lists were discussed. The Township Administrator was asked to contact MAA regarding ballfield maintenance items. The Members were asked to submit clean-up day plans to the Township Office. Member Terri Payne discussed options for pickle ball activity; (2) The August and September draft minutes were reviewed; and (3) The Board received a copy of park inspection forms.

L. Planning Commission Minutes – Draft minutes reviewed.

M. Water/Sewer Reports – Water Authority minutes reviewed. Sewer Authority personnel update was provided to the Board.

N. Engineer's Report – Monthly report reviewed.

O. Solicitor's Report – Solicitor Brown offered a future presentation of the updated Sunshine Law Act.

EXECUTIVE SESSION

No Executive Session.

SUPERVISORS COMMENTS

No comments from Supervisors.

ADJOURN

Paul Whiteman made a motion to adjourn the meeting. Allen Styer seconded the motion. The motion carried unanimously. The meeting adjourned at 9:50PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary