

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 22, 2022**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on February 22, 2022 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; Paul Whiteman, Jr., Supervisor; Jeff Vickers, Supervisor; Keith Fritz, Supervisor; Paul Whiteman, Sr., Supervisor; Eric Brown, Siana Law; Paul Stolz, Chief of Police; Keith McGowan, Road Foreman; 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

Gary Raser, 36 Fleischwood Drive, supports hiring a Planner to evaluate zoning use options for the Airport property. Mr. Raser also shared his concerns about the Berks Homes concept proposal and the implications of having a Homeowner's Association ownership of roads.

Terri Robinson, airport resident, opposes the overlay zoning proposal and recommends the Township's Planning Commission be given an opportunity to review the draft overlay proposal.

Virginia Reager, 449 Main Street, addressed the current Airport owners' future desires for the parcel and buyers interests in the property.

Allen Styer, 1319 Chestnut Hill, summarized the Planning Commission's efforts spent in reviewing the proposed Berks Homes concept plan. Mr. Styer explained that based on financial data provided to the Commission, costs per school age student could adversely affect the Township's budgeted revenue.

James Acetta, Elverson resident, presented the Board with a petition of 400+ local residents opposing the proposed zoning change for the Beiler property.

CORRESPONDENCE

**Berks County Planning Commission E-Flash
MABA Newsletter – February 2022
PSATs Bulletin – February 2022**

BUSINESS

- A. Resolution 2022-16, Attending a Public Meeting to Record Proceedings – To be discussed further at next meeting.
- B. Overlay District Zoning Ordinance Draft – Solicitor Eric Brown summarized the draft Ordinance. Chair Styer addressed Section 2, Uses listed for Section 628.14. After discussion, the consensus of the Board was to strike options 2, 3, and 4.

Solicitor Brown explained to the Board that Home Occupations is not addressed in the Overlay District proposal since Ordinance 294 exists to regulate those uses.

30 foot cartway and 35 foot wide right of way changes were requested by the Board.

Allen Styer, 1319 Chestnut Hill, discussed the adverse impact of the proposed roads to be dedicated to the Township.

Chair Styer inquired about yard setbacks for Townhomes. Berks Homes Representative Gary McEwen explained that the front yard set back is 20 feet which will allow more room in the rear yard.

Supervisor Vickers inquired about proposed garage sizes and space accommodations for trucks. Supervisor Vickers summarized the Planning Commission's experience with reviewing blueprints, and shared his concerns about many unanswered questions about the Berks Homes concept plan.

Mr. McEwen explained to the Board that the Berks Homes concept plan is affordable housing which is an important factor for the community. The concept of mixed use zoning was discussed. Supervisor Vickers shared his concerns about multi-units in the proposed mixed use provision.

Chair Styer shared her concerns about additional school resources that will be needed to accommodate new students who will reside in the proposed Berks Homes residential development. Chair Styer inquired about the available school resources for recently approved residential plans in Robeson Township, Honeybrook, and Green Hills. Mr. McEwen summarized the school district's capacity and average class sizes, and also discussed the concept of bus transportation redistricting to balance demographics.

Chair Styer reiterated her support for doing what is best for the Township, and that hiring a Planner to review land use options could provide valuable information for zoning and planning.

Chair Styer asked about the change in conditional use as an option. Mr. Haws, Berks Homes Legal Representative, explained that the Planned Residential Development (PRD) option includes similar provisions for the zoning review process.

Traffic concerns were addressed by the Berks Homes Traffic Engineer, Mr. Mountz. Supervisor Vickers discussed current challenges with residential traffic flows and peak travel hours. Supervisor Paul Whiteman Sr. elaborated on traffic congestion issues and the minor impact caused by residential developments.

Jennifer Stewart, 126 Maple Drive, commented on the timeline for Developers completing Land Development projects.

Mr. Terri Robinson reiterated his concerns about the lack of protection from HOAs for the Township. Solicitor Brown explained that there are mechanisms in place to protect the Township such as recording HOA declarations prior to the Township's approval of Final Land Development Plans.

Paul Whiteman, Jr. supports the landowners' desire to sell their property.

Berks Homes Legal Representative Mr. Haws requested the Board's approval to advertise the draft Ordinance for public comment.

Supervisor Fritz and Supervisor Vickers shared their concerns about off street parking and snow plowing challenges that could arise with the proposed concept plan. Solicitor Brown discussed Conditional Use versus PRD. The Supervisors requested a detailed comparison of Conditional Use versus the PRD process.

Supervisor Paul Whiteman, Jr. expressed his support for a traffic study for the Berks Homes Land Development Plan. Traffic Engineer Mountz explained that PennDot will have traffic study requirements for the plans.

After discussions, Paul Whiteman, Jr. made a motion to approve moving forward with advertising the proposed Residential Zoning Overlay Amendment, with additional revisions to Sections 628.14, 598.L, and 598.O. Paul Whiteman, Sr. seconded the motion. Roll call vote was taken:

Keith Fritz – YES

Paul Whiteman, Jr. – YES

Jeff Vickers – NO

Paul Whiteman, Sr. – YES

Sandy Styer – NO

Motion passed, 3-2.

- C. Payroll Transfer Amount for Ratification – Paul Whiteman, Jr. made a motion to ratify the February 18, 2022 payroll transfer from the General Checking Account in the amount of \$45,000.00. Jeff Vickers seconded the motion. Motion carried unanimously.
- D. Paul Whiteman, Jr. made a motion to approve advertising job opening for a Full Time Township Office Assistant. Jeff Vickers seconded the motion. Motion carried unanimously.
- E. Police Department –
 - (1) Paul Whiteman, Sr. made a motion to approve advertising job opening for a Full Time Officer. Keith Fritz seconded the motion. Motion carried unanimously;
 - (2) Jeff Vickers made a motion to approve the Police Department's enrollment into the PA Chiefs of Police Association Accreditation Program, and Chief's enrollment in the March 21-23, 2022 training session in Harrisburg. Keith Fritz seconded the motion. Motion carried unanimously;

- (3) Jeff Vickers made a motion to approve 3 additional CODY licenses, Purchase Order Number PD2022-20. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
- (4) Act 59 Policy – Chief summarized policy. A final draft will be presented at the next Township meeting.
- F. Rescue Funds Appropriations – (1) Paul Whiteman, Jr. made a motion to approve Resolution 2022-25, Police Vehicle and Public Works Training TV purchases. Keith Fritz seconded the motion. Motion carried unanimously; (2) Keith Fritz made a motion to approve the presented Lynx quotes for one laptop computer and one desktop for Public Works. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously. The Supervisors requested quotes for Microsoft Surface and meeting room computer monitors dedicated for Board meetings.
- G. 2022 MAA Agreement – The Supervisors discussed the recently approved Morgantown Athletic Association Agreement, and requested that maintenance items for next year’s agreement be reviewed for possible revisions.
- H. Keystone Fire and Security Fire Alarm System Agreement – Revisions are forthcoming, no action taken at this time.
- I. Disbandment of 250th Anniversary – The Board requested obtaining Parks and Recreation Committee ideas for spending Anniversary budget account.
- J. Friendship Park Security Cameras – Road Foreman McGowan discussed the next phase for park camera system. After discussion, Keith Fritz made a motion to approve the Baldwin Electric light poles work for park cameras, amount not to exceed \$5,000.00. Jeff Vickers seconded motion. Motion carried unanimously.
- K. Mavis Tires Complaint – Has been addressed.
- L. Paul Whiteman, Jr. made a motion to approve Resolution 2022-23, Parks and Recreation Appointment. Keith Fritz seconded the motion. Motion carried unanimously.
- M. Parks Signs – Chief will provide a spreadsheet for review summarizing park signs. No action taken at this time.
- N. Public Works – (1) Paul Whiteman, Jr. made a motion to approve participating in the Berks County Salt Purchasing Program. Jeff Vickers seconded the motion. Motion carried unanimously; (2) Paul Whiteman, Jr. made a motion to approve the SealMaster quote in the amount of \$2,776.50. Jeff Vickers seconded the motion. Motion carried unanimously; (3) Paul Whiteman, Jr. made a motion to approve posting Truck 5 on Municibid. Jeff Vickers seconded the motion. Motion carried unanimously; (4) 2022 Freightliner Lease – No action required at this time; (5) Right of Way Operations – Road Foreman McGowan discussed upcoming Right of Way to be done in Mountaineer Village. The Board requested utilizing signage equipment and social media to inform local residents about upcoming work; (6) Road Foreman McGowan discussed Right of Way tree work that will be taking place on Hopewell Road. Road work signs will be posted in advance; (7) 20 Pennwood Drive Open Space Trees – Road Foreman McGowan informed the Board that the trees in question are not dead, diseased or causing any endangerment. No tree work

- required at this time; (8) Honey Brook Maintenance Agreement – Solicitor Brown discussed the proposed agreement and explained that the Board’s approval is needed for the next step. Paul Whiteman, Jr. made a motion to approve scheduling a meeting with Honey Brook Township representatives to discuss the proposed road maintenance agreement. Jeff Vickers seconded the motion. Motion carried unanimously.
- O. Keith Fritz made a motion to approve Resolution 2022-26, Police Pension Adoption of Charles Schwab Plan. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- P. Simple IRA Plan – (1) Paul Whiteman, Jr. made a motion to approve the Conrad Siegel Letter of Intent. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (2) Keith Fritz made a motion to approve the Charles Schwab Adoption Agreement, 3% match. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously; (3) Paul Whiteman, Jr. made a motion to approve Resolution 2022-27 to adopt Schwab Simple IRA Retirement Plan for Non-Uniformed Employees. Keith Fritz seconded the motion. Motion carried unanimously.
- Q. Paul Whiteman, Sr. made a motion to accept the resignation of Zoning Hearing Board Member Brian Falcon. Keith Fritz seconded the motion. Motion carried unanimously.
- R. Township Complaint Form Received February 8, 2022 (feral cats) – The Board requested that a letter from the Township be sent to the complainant to acknowledge receipt and also provide animal control services contact information to discuss solutions to resolving the feral cat issue.
- S. Jeff Vickers made a motion to reaffirm plan approval for the 3011 Best Road Land Development Plan. Keith Fritz seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION

The Supervisors recessed into an Executive Session at 9:53PM. Chair Styer called the meeting back to order at 10:31PM summarizing that the session was to discuss personnel matters.

SUPERVISORS COMMENTS

No comments.

ADJOURNMENT

Jeff Vickers made a motion to adjourn the meeting. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously. Meeting adjourned at 10:32PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary