

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS
MEETING MINUTES**

FEBRUARY 14, 2017

The Caernarvon Township Board of Supervisors held their Monthly Meeting on February 14, 2017 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, pursuant to notice according to law.

ATTENDING OFFICIALS

Allen Styer, III, Chairman; Jack Hess, Supervisor; Sandra Styer, Supervisor; Paul L. Whiteman, Jr., Supervisor; John Scalia, Chief of Police; Ryan Rhode, Great Valley Consultants, Engineer; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Keith McGowan, Maintenance Foreman; Randall Miller, Township Administrator/ Secretary.

CALL TO ORDER

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

COMMENTS FROM THE ASSEMBLY

There we no comments from those assembled.

MINUTES OF THE PREVIOUS MEETING

A. Sandy Styer made a motion to accept the minutes of the January 3, 2017 Board of Supervisors Reorganization Meeting. Paul Whiteman seconded the motion. The motion carried unanimously.

B. Sandy Styer made a motion to accept the minutes of the January 10, 2017 Board of Supervisors Meeting, as amended. Jack Hess seconded the motion. The motion carried unanimously.

TREASURERS REPORT

The Supervisors reviewed the Treasurer's Report for January. The Supervisors inquired if the Treasurer, John Griesemer had any issues; Secretary Miller noted none. Sandy Styer made a motion to accept the Treasurer's monthly report for the period ending January 31, 2017. Paul Whiteman seconded the motion. The motion carried unanimously.

EXPENSE LIST

The Supervisors reviewed the bill list for January. Following this, Paul Whiteman made a motion to ratify the paid bills and approve the bill list for January 14, 2017 and to pay the bills in the amount of \$104,463.64 from the General Fund; and \$4,577.98 from the Street Light Fund. Sandy Styer seconded the motion. The motion carried unanimously.

BUSINESS

A. Solicitor Eric Brown indicated an application has been submitted by XTL for a Text Amendment to the Township's Zoning Ordinance. The Text Amendment is a form of conditional use in the C-3 zoning district that would allow a building height of 150 feet. Andrew Giorgione was here to discuss the XTL warehouse project, and the changes to the draft Text Amendment he is seeking. Mr. Giorgione requested a formal hearing for the amendment. The next step is to forward the Text Amendment draft to the Planning Commission, and Berks County for their reviews. The Township would then schedule a public hearing.

TOWNSHIP REPORTS

A. Administrator Randall Miller noted that the Elected Auditors met, and their draft minutes are attached. No action taken.

B. Secretary Miller gave his report; He noted the Township's Liquid Fuels accounts, and Police Pension Plan were audited. The Township received one finding for the Pension Plan.

Secretary Miller noted that he has been looking into changes to the telephone systems. The Township received a quote from Edge Insights, which indicated savings are available by switching to a different carrier. Edge Insights would require a 10% fee for guiding the Township through the changes. The Supervisors agreed to undertake this review. Paul Whiteman made a motion to move forward with Edge Insights, paying them a 10% fee for reductions in monthly phone invoicing, and authorized Secretary Miller to sign the agreement. Sandy Styer seconded the motion. The motion carried unanimously.

Secretary Miller noted the Township received an email from Ryan Hunter of the Berks County Planning Commission, indicating that the county discovered brown bats making a home in the superstructure of the Hartz Mill Road Bridge. He is requesting permission to install bat boxes as part of the final design. Sandy Styer made a motion to concur with the County that they can install the bat boxes in the locations prescribed in the design of the bridge. Paul Whiteman seconded the motion. The motion carried unanimously.

C. The Maintenance Department Report for January was received. Foreman Keith McGowan noted the new truck is at Kutz for the body installation. Additionally, the diesel fuel pump at the fueling depot has been replaced; however, he needs to discuss an issue with the Supervisors in Executive Session.

Keith noted he has received three quotes for annual maintenance on the HVAC system at the Township owned buildings. Guiwell, Inc. was the most forth-coming in the scope of their planned maintenance, and was low bid when considering the total scope of work. Sandy Styer made a motion to approve the agreement with Guiwell, Inc. Paul Whiteman seconded the motion. The motion carried unanimously.

Secretary Miller noted the annual MS-965, Annual Use Report of State Funds, for Liquid Fuels has been prepared, and asked the Supervisors to approve. Sandy Styer made a motion to approve the MS-965 Annual Use Report of State Funds, for Liquid Fuels. Jack Hess seconded the motion. The motion carried unanimously.

D. The SEO Report for January was received.

E. The Library Report for January was received. Additionally, Nora Seidel, Liaison, submitted a written report. The Library has requested the addition of persons to the Board, and Secretary Miller presented Resolution 2017-13 appointing Caernarvon Township Residents Heidi Kurtz, to a term that expires January 1, 2020, and Jacob Stephens, to a term that expires January 1, 2019. Sandy Styer made a motion to adopt Resolution 2017-13 appointing Heidi Kurtz, and Jacob Stephens as Board Members. Jack Hess seconded the motion. The motion carried unanimously.

F. The Tax Collector's Report for January was received.

G. The January Police report for Caernarvon Township was received.

H. The Zoning and Code Enforcement Officer report for January was received. Secretary Miller noted variance requests would be heard by the Zoning Hearing Board (ZHB) on February 28, 2017 at 6:00 p.m.

I. The January EMA reports were received. Paul Whiteman noted that the Board of the Ambulance Association will be having a meeting.

J. Secretary Miller noted that the Parks and Recreation Board met in January, and the Supervisors reviewed their draft minutes. Chairman John Conlow submitted a memo on Summer Camp operations, and funding. The Supervisors agreed that Summer Camp could proceed.

K. Secretary Miller stated that the Planning Commission did not meet in January.

L. The Supervisors reviewed the Report of the Engineer, Ryan Rhode of Great Valley Consultants. Additionally, he discussed Sheds Unlimited, and their escrow. They were granted a limited waiver from land development for phase 1 of their development. They have now received permission to proceed from the County Conservation District with regard to their Erosion and Sedimentation Control (E & S) plans. The Board of Supervisors are in favor of allowing him to proceed.

Ryan also noted that he is working with Keith McGowan to develop a 2017 road's project outline, and set a date for spring road inspection, after the clocks move forward to daylight savings time.

M. Solicitor Eric Brown gave his report. He noted a new Commonwealth Law requires the Township to adopt provisions for regulating Marijuana. He will be draft such provisions.

Solicitor Brown is prepared to advertise an ordinance to amend the Police Pension Plan for the D.R.O.P. provisions. The actuary agency has provided a draft for the Township to use. Sandy Styer made a motion to authorize the solicitor to prepare an ordinance to amend the Police Pension Plan, and advertise the same for the Township's next Regular Meeting in March. Jack Hess seconded the motion. The motion carried unanimously.

Solicitor Brown noted that Heritage Equipment, and Ben's Masonry are progressing on the completion of their respective agreements for their Land Development Plans. These should be ready for the Township's next meeting.

The Township has received a request to waive its review of a minor sub-division in Robeson Township along Red Hill Road. The Board of Supervisors discussed and noted the newly subdivided lot would be wholly in Robeson Township. Sandy Styer made a motion to waive the

Township's review of this minor sub-division. Paul Whiteman seconded the motion. The motion carried unanimously.

He noted an Executive Sessions was needed.

EXECUTIVE SESSION

The Supervisors recessed to Executive Session at 8:13 p.m. Chairman Allen Styer called the meeting back to order at 9:06 p.m. summarizing that the executive session was to discuss personnel issues and litigation.

SUPERVISORS COMMENTS

There were no further comments.

ADJOURNMENT

Sandy Styer made a motion to adjourn the meeting. Paul Whiteman seconded the motion. The motion carried unanimously. The meeting adjourned at 8:38 pm.

Respectfully Submitted,

Randall P. Miller
Township Secretary