

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS  
MEETING MINUTES**

**JUNE 12, 2017**

The Caernarvon Township Board of Supervisors held their Monthly Meeting on Monday June 12, 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; Scott Anderson, Great Valley Consultants, Engineer; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Jack Griesemer, Treasurer; 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**

A. Dr. David Saneck, 3500 Main Street, discussed his concerns with the Morgan Commons Land Development Plan (LDP). In particular, he presented a letter in opposition to a waiver request for allowing the curb radius to be reduced from 35 foot to 25 foot. His concerns stem from traffic flow, ingress/egress from the site; indicating he preferred to see vehicles exiting onto South Street versus onto South 3<sup>rd</sup> Avenue, and for his patients exiting onto South 3<sup>rd</sup> Avenue from his parking lot.

The Supervisors, the Township Engineer, and the developer along with his engineer, discussed the LDP and impact to the neighboring area. They noted that the traffic study indicated an increase in delay times of about 10 seconds. Dr. Saneck also argued that the Township's Ordinances require two methods of ingress and egress from commercial properties. The developer noted at this time that he was withdrawing the waiver request for decreasing the curb radius. The Supervisors moved on with the agenda, noting the Plan is scheduled under Township Reports/Planning Commission.

B. Teofil Rus, 113 Quarry View Drive asked the Supervisors if a final determination had been made on the violation of Ordinance #168 with the planting of trees between the sidewalk and street curbs. He feels there is a better way to handle this issue. The Supervisors discussed common problems that might occur in the future, once the trees grow. Maintenance Foreman Keith McGowan noted the Maintenance Department would need to maintain the right-of-way for the Township's Streets, and that the trees would add additional workload. Mr. Rus noted that a quick drive through the Pennwood development would show numerous other violations from trees, to shrubs, to flowers. The Supervisors intend to review the Ordinance and amend it.

### **MINUTES OF THE PREVIOUS MEETING**

A. Sandy Styer made a motion to accept the minutes of the May 9, 2017 Board of Supervisors Meeting. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

B. Sandy Styer made a motion to accept the minutes of the May 23, 2017 Board of Supervisors Workshop Meeting. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

### **TREASURERS REPORT**

A. The Supervisors reviewed the Treasurer's Report for April. Treasurer Griesemer noted there were no issues. Jack Hess made a motion to accept the Treasurer's monthly report for the period ending May 31, 2017. Sandy Styer seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

B. Treasurer Jack Griesemer recommended the Supervisors change the Township banking to Ephrata Nation Bank. Secretary Miller introduced Resolution 2017-23, naming Ephrata National Bank as the Township's depository. Sandy Styer made a motion to adopt Resolution 217-23. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

Sandy Styer then made a motion to authorize Treasurer Jack Griesemer as the authorized person to sign documents on behalf of the Township, with Secretary Randall Miller named as an authorized signer for any document requiring two signatures. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

C. Treasurer Griesemer noted he and Secretary Miller met with Greg Adams of B B & T investments to review the Uniform Pension Fund. Mr. Adams recommended a change to the mix of cash and bonds from a 70/30 split to a 75/25 split. Sandy Styer made a motion to accept the recommendation and change the investment policy to a 75/25 split. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

### **EXPENSE LIST**

The Supervisors reviewed the bill list for June. Following this, Sandy Styer made a motion to ratify the paid bills and approve the bill list for June 12, 2017 paying the bills in the amount of \$88,071.84 from the General Fund; \$4,559.55 from the Street Light Fund; \$82,570.75 from the Building Debt Fund; and \$9,954.00 from the Accrual Fund. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

### **BUSINESS**

Secretary Miller noted the Caernarvon Township Municipal Authority (water authority) has sent a recommendation for filing a vacancy on their board. Secretary Miller introduced resolution 2017-22, naming Township resident Mark J. Shanaman to the Authority. Sandy Styer made a motion to adopt Resolution 2017-22, naming Mr. Shanaman to the Caernarvon Township Municipal Authority to the vacated term that expires on the first day of January 2018.

Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

## **TOWNSHIP REPORTS**

A. Secretary Miller indicated the new phone vendor has changed over to their system. He reminded the Supervisors that a monthly savings is expected.

B. Supervisor Paul Whiteman is setting up for the Carnival, which begins tomorrow night.

C. The Maintenance Department Report for May was received. Foreman Keith McGowan requested permission to place “No Dumping” signs near detention basins and other open spaces where residents are disposing of grass clippings, garbage, and other yard debris. These items are beginning to clog the function of the basins. He also noted the department continues to work on repairs to Township roads in preparation for paving.

D. The SEO Report for May was received.

E. The Library Report for May was received. Additionally, Nora Seidel, Liaison, submitted her notes on the last meeting.

F. The Tax Collector’s Report for May was received.

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

H. The Zoning and Code Enforcement Officer report for May was received.

I. There was no Fire Company Report.

J. The May EMA reports were received. The Supervisors briefly discussed a request for added funds by Elverson/Honey Brook Ambulance.

K. Secretary Miller noted that the Parks and Recreation Board met in May. The Summer Camp begins June 19, 2017.

L. Secretary Miller stated that the Planning Commission met in May, and they have submitted recommendations to the Board:

1. The Planning Commission recommended that the Board of Supervisors grant approval for the Deer Run Annexation Plan. Sandy Styer made a motion to approve the Final Annexation Plan for Deer Run, contingent on any outstanding comments from the Planner and Engineer being addressed and on the execution of the agreement in the form presented. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

2. Next, the Supervisors reviewed the recommendations of the Planning Commission for the Sheds Unlimited Land Development Plan. Recommended Waivers and Deferral:

- a. Waiver from SALDO Section 301.6 to allow a scale other than 1” = 50’, and Section 404(f) to allow a “Key” scale of other than 1” = 800’.

- b. Waiver from SALDO Section 513 to allow the monuments as have been installed.

c. Waiver from SALDO Section 301.3 and 403 to allow a plan submittal as Preliminary/Final.

d. Deferral from SALDO Section 502.7 and 502.15 to defer the installation of curbs and sidewalks, contingent on the Township's standard verbiage being included on the Plans.

Solicitor Eric Brown indicated he has included these waivers and deferrals in the agreement forms submitted. The Supervisors discussed the recommendations and the issue of public water supply with Engineer Scott Anderson. Mr. Anderson noted that Ordinance 59 requires properties that abut the service area of the Caernarvon Municipal Authority to connect to public water. At this time, Stephen Stoltzfus, owner of Sheds Unlimited has asked the Water Authority to waive this requirement for the Phase I LDP.

Following discussion, Sandy Styer made a motion to approve the Sheds Unlimited Preliminary/Final Land Development Plan, contingent on any outstanding comments from the Planner and Engineer being addressed and on the execution of the agreement in the form presented. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

3. The Supervisors then reviewed the recommendation of the Planning Commission for the Morgan Meadow Apartments Land Development Plan. Solicitor Brown discussed the agreement in the form presented. Dr. Saneck discussed the Township's Zoning Ordinance; in particular, section 608 which he believes requires two methods on ingress and egress. Solicitor Brown along with Engineer Anderson reviewed the language in section 608, and it was determined that "scrivener's error" applies.

Engineer Anderson noted that a section of the plan extends onto the neighboring property where a handicap driveway ramp would be required. His concern is that the handicap requirements would cause the ramp to extend beyond the Township right-of-way, and that an agreement should be in place with the neighboring property owner. The developer has indicated his attempts to contact the owner to arrange an agreement with little success. Solicitor Brown indicated that a small revision to the agreement in the form presented was required. Sandy Styer made a motion to amend the agreement, section 3.b.1 in the form submitted, for the handicap ramp and sidewalk. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

Following this, Sandy Styer made a motion to approve the Morgan Meadow Apartments Preliminary/Final Land Development Plan, contingent on any outstanding comments from the Planner and Engineer being addressed and on the execution of the agreement, in the form presented, as amended. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion.

M. The Supervisors reviewed the Report of the Engineer, Scott Anderson of Great Valley Consultants. He discussed his report.

Additionally, he noted that a pre-construction meeting would be held soon for the summer's road projects. In addition, he has spoken to Martin's Paving which believes that a slurry sealcoat would be a solution to issues with past "tar & chip" paving. He also discussed the issues

noted with the fueling depot at the Maintenance Building. The Supervisors agreed that these issues should be addressed.

N. Solicitor Eric Brown gave his report. Additionally, He indicated that an update to the Southern Berks Regional Comprehensive Plan (SBRCP) is needed and an estimate from the Berks County Planning Commission (BCPC) for \$31,852.00 is being discussed by the involved municipalities. The Supervisors are in favor of proceeding with this update, if all four municipalities join forces to split the costs four ways. Solicitor Brown also indicated an Executive Session was needed.

### **EXECUTIVE SESSION**

The Supervisors recessed into Executive Session at 9:04 p.m. Chairman Allen Styer called the meeting back to order at 9:15 p.m., indicating the session was for litigation.

### **SUPERVISORS COMMENTS**

The Supervisors reminded all to attend the Carnival.

### **ADJOURNMENT**

Sandy Styer made a motion to adjourn the meeting. Jack Hess seconded the motion. The motion carried with all Supervisors present voting in favor of the motion. The meeting adjourned at 9:17 pm.

Respectfully Submitted,

Randall P. Miller  
Township Secretary