

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
MEETING MINUTES
SEPTEMBER 12, 2017**

The Caernarvon Township Board of Supervisors held their Monthly Meeting on Tuesday September 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; Scott Moyer, Supervisor; Sandra Styer, Supervisor; Paul Whiteman, Jr., 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

Charles O'Donnell, a resident of Highcroft, was present to discuss paving. He would like to see the paving in Highcroft re-done. It is possible that the Supervisors might approve a slurry seal overlay for next years' street projects. In the meantime, Keith McGowan, Maintenance Foreman will have a street sweeper make several passes through Highcroft ion the coming weeks.

CORRESPONDENCE

A. A letter from State Representative Caltagirone discussing September 2017 as Childhood Cancer Awareness Month. No action was taken.

B. A Mariner East brochure was received.

MINUTES OF THE PREVIOUS MEETING

A. Sandy Styer made a motion to accept the minutes of the August 8, 2017 Board of Supervisors Meeting. Paul Whiteman seconded the motion. The motion carried unanimously.

B. Sandy Styer made a motion to accept the minutes of the August 22, 2017 Board of Supervisors Workshop Meeting. Jack Hess seconded the motion. The motion carried unanimously

TREASURERS REPORT

A. The Supervisors reviewed the Treasurer's Report for August. Sandy Styer made a motion to accept the Treasurer's monthly report for the period ending August 31, 2017. Paul Whiteman seconded the motion. The motion carried unanimously.

B. Treasurer Jack Griesemer noted that revenue on the report is up due to transfers from B B & T bank to Ephrata National Bank, and the required account of said transfers.

EXPENSE LIST

The Supervisors reviewed the bill list for September. Following their review, Paul Whiteman made a motion to ratify the paid bills and approve the bill list for September 12, 2017 paying the bills in the amount of \$219,269.70 from the General Fund; and \$4,603.17 from the Street Light Fund. Sandy Styer seconded the motion. The motion carried unanimously.

BUSINESS

A. Secretary Miller and Treasurer Griesemer noted the 2018 Minimum Municipal Obligation (MMO) to the Police Pension Fund has been calculated. Paul Whiteman made a motion to approve the 2018 MMO in the amount of \$69,482.00. Sandy Styer seconded the motion. The motion carried unanimously.

B. Solicitor Eric Brown updated the Supervisors on discussion with other municipalities to undertake an update to the Southern Berks Regional Comprehensive Plan. The cost would be approximately \$35,000 to \$38,000 and shared among the municipalities. A meeting is being set up to discuss the possible update.

C. Secretary Miller noted requests were received for Fire Police support for the following:

1. Annual Hay Creek Festival. Secretary Miller introduced resolution 2017-27, authorizing the Fire Police to assist East Coventry Township with the Ridge Fire Company Community Day, Saturday, September 9, 2017, from 13:30 a.m. to 2:00 p.m.;
2. Annual Hay Creek Festival. Secretary Miller introduced resolution 2017-28, authorizing the Fire Police to assist the Borough of Elverson with their Halloween Parade on Wednesday, October 18, 2017, at 6:00 p.m. with rain date of Thursday October 19, 2017 at 6:00 p.m.;
3. Twin Valley Fire Department 5K Run/Walk. Secretary Miller introduced resolution 2017-29, authorizing the Fire Police to assist the to assist the Twin Valley Fire Department with their 5K Run/Walk Saturday, October 21, 2017 from 9:00 to 11:00 a.m.

Sandy Styer made a motion to ratify Resolution 2017-27, and adopt Resolutions 2017-28, and 2017-29, authorizing the Fire Police to assist as outlined above. Jack Hess seconded the motion. The motion carried unanimously.

TOWNSHIP REPORTS

A. Secretary Miller noted that the Township has received the Auditor's Report District Justice David Glass. Also, Michelle Raymond has sent an email, resigning for the Parks and Rec Board and Planning Commission. Sandy Styer made a motion to accept her resignations. Paul Whiteman seconded the motion the motion carried unanimously.

Secretary Miller then introduced Resolution 2017-30, to appoint Nora Filmore to the Parks and Rec Board. Nora had expressed an interest in serving. Sandy Styer made a motion to adopt

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Resolution 2017-30, appointing Nora Filmore to the Parks and Rec Board to an un-expired term. Paul Whiteman seconded the motion the motion carried unanimously. The Supervisors then asked her if she would be willing to serve on the Planning Commission, which she stated she would. Sandy Styer then made a motion to adopt Resolution 2017-31, appointing Nora Filmore to the Planning Commission to an un-expired term. Jack Hess seconded the motion the motion carried unanimously.

Secretary Miller noted that Budget Worksheets have been handed out to the departments.

B. Supervisor Paul Whiteman noted a picnic was held for volunteers of the Carnival.

C. The Maintenance Department Report for August was received. Foreman Keith McGowan discussed repairs to the Fuel Depot. The Maintenance Department will install bollards around the depot. He requested permission to have the remainder of the work completed by Center Point Tank Services, Inc. for a quoted price of \$5,350.00. Sandy Styer made a motion to approve the quote from Center Point Tank Services, Inc. for a cost not-to-exceed (NTE) of \$6,000.00. Paul Whiteman seconded the motion. The motion carried unanimously.

Foreman McGowan also noted they will have the street sweeper back to do additional work. Paul Whiteman made a motion to approve the street sweeper for a price NTE of \$1,800.00. Sandy Styer seconded the motion. The motion carried unanimously.

Foreman McGowan noted that the cross-pipe was repaired on Twin Valley Road. He also asked the Supervisors to attend the fall road inspection; date to be determined.

D. The SEO Report for August was received.

E. The Library Report for August was received. Nora Filmore asked to have an ad placed on the signboard for the book sale.

F. The Tax Collector's Report for August was received. There is \$17,968.28 outstanding.

G. The August Police report for Caernarvon Township was received. Chief Scalia updated the Supervisors on police activity, noting there have been more calls and more arrests in 2017.

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

I. The Twin Valley Fire Department report for August was received.

J. The August EMA reports were received.

K. Secretary Miller noted that the Parks and Recreation Board met in August. Park inspections were completed and the Maintenance Department has been working on repairs. Additionally, the Supervisors reviewed a request to repair a piece of equipment, and place padding around the basketball posts. Paul Whiteman made a motion to approve repairs to the motorcycle, and to purchase four paddings for the basketball posts at a price of \$217.9000 each. Sandy Styer seconded the motion. The motion carried unanimously.

The Supervisors asked that the Parks and Rec Board take some responsibility for repairs as well, and coordinate with the MAA President.

L. Secretary Miller stated that the Planning Commission met in August, and their draft minutes were reviewed. Additionally, they made the following recommendations for the Wexford Court Amended LDP:

1. Section 301.3 and 403 of the SALDO – to allow the LDP to be submitted as Preliminary/Final;
2. Section 301.6 of the SALDO – to allow a scale of other than 1" = 50';
3. Section 404(f) of the SALDO – to allow the Key Map scale on sheet 20 of 6 to be other than the required 1" = 800';
4. Section 502.3 of the SALDO – to allow whatever street widths are already approved and dedicated to the Township;
5. Section 513 of the SALDO – to allow the concrete monuments as are currently installed;
6. Section 514 of the SALDO – to allow the existing corner markers/pins as are currently set.

Additionally the following deferrals:

1. Section 502.7 of the SALDO – to defer the installation of vertical curb and place the required statement on the plan;
2. Section 502.15 of the SALDO – to defer the installation of sidewalk and place the required statement on the plan.

And Preliminary and Final approvals.

Solicitor Eric Brown, and Engineer Scott Anderson discussed the agreements for the Home Owners Association, LDP, Financial and Stormwater. The Supervisors discussed the plans and in particular, stormwater requirements. Their concern is the capacity of the installed basins to work as originally designed, considering there have been changes to the requirements since the original plan was approved. Bearing this in mind, Supervisor Sandy Styer made a motion to grant the recommended approvals for the waivers and deferrals, and to grant preliminary approval, and conditional final approval of the Amended Wexford Court LDP, with the stipulation that all remaining notes from the Engineer are completed, and on the stipulations set forth in the agreement and conditions outlined in the agreement in the form presented. Paul Whiteman seconded the motion. The motion carried unanimously.

M. The Supervisors reviewed the Report of the Engineer, Scott Anderson of Great Valley Consultants. He discussed his report. He noted most of the paving has been completed, along with SUNOCO repairs to Twin Valley Road.

Engineer Anderson, along with Solicitor Brown discussed Sheds Unlimited's request for release of escrow. The owner's Engineer, Chris Falencki would like to close out all remaining escrow for phase I and then submit new escrow for Phase II. Following discussions with the owner, Stephen Stoltzfus, and his Engineer, it was agreed that the owner would increase his financial security to cover the added expenses of Phase II. Therefore, Scott Anderson recommended a release of \$3,062.62. Paul Whiteman made a motion to grant release of \$3,026.62 in escrow funds conditioned on the owner and his engineer submitting revised costs estimates that would include Phase II construction. Sandy Styer seconded the motion. The motion carried unanimously.

Following this, it was agreed that the Stormwater and Sidewalk agreements were ready for adoption. Sandy Styer made a motion to approve the Sidewalk and Stormwater Management Agreements in the form presented. Paul Whiteman seconded the motion. The motion carried

unanimously.

N. Solicitor Eric Brown gave his report. He indicated that he has not heard back on the draft agreement with the New Morgan Borough Municipal Authority. Additional, he noted that draft changes to the sidewalk ordinance for planting of trees and shrubs has been reviewed by the Planning Commission. Solicitor Brown has also drafted an Ordinance to grant the Commonwealth of PA to act on the Township's behalf for acquiring ROW near the Hartz Mill Bridge. This Ordinance is ready to advertise. Sandy Styer made a motion to advertise the draft Ordinance. Paulk Whiteman seconded the motion. The motion carried unanimously.

Solicitor Brown discussed Act 172 Tax Credits for Volunteer Firefighters and EMTs. The Supervisors took no action.

EXECUTIVE SESSION

The Supervisors recessed into Executive Session at 8:35 p.m. Chairman Allen Styer called the meeting back to order at 9:20 p.m., indicating the session was for personnel issues and litigation.

SUPERVISORS COMMENTS

There were no additional comments.

ADJOURNMENT

Sandy Styer made a motion to adjourn the meeting. Paul Whiteman seconded the motion. The motion carried unanimously. The meeting adjourned at 9:20 pm.

Respectfully Submitted,

Randall P. Miller
Township Secretary