

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
MEETING MINUTES
AUGUST 13, 2013**

The Caernarvon Township Board of Supervisors held their Monthly Meeting on August 13, 2013 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, pursuant to notice according to law.

ATTENDING OFFICIALS

Allen Styer, III, Vice-Chairman; Scott Moyer, Supervisor; Norman Rhoads, Supervisor; Paul Stolz, Chief of Police; Charlie Rubendall, Witman Engineers & Consultants, Engineer; Brett Huckabee, Huckabee, Weiler, & Levensgood, Township Solicitor; Randall Miller, Township Administrator/Secretary; Thomas Hornberger, Maintenance Department (arrived at 8:17 pm); Bill Witman, Engineer (arrived at 8:30 pm).

CALL TO ORDER

Vice-Chairman Allen Styer called the meeting to order at 7:30 PM. This was followed by the Pledge of Allegiance.

COMMENTS FROM THE ASSEMBLY

A. Marlin Mast, developer of the Northwood subdivision, was present to request the Supervisors consider accepting and dedicating Lemontree Drive as a Township street. Solicitor, Brett Huckabee outlined the process for this action. Bill Witman will review the possibility, once the street paving has been completed.

CORRESPONDENCE

Secretary Randall Miller summarized the following agenda items of correspondence for the assembly and the members of the Board of Supervisors:

- A. The PSATS News Bulletin was received.
- B. The PSATS Township Legal Defense Partnership Bulletins was received.
- C. The Miller Keystone Blood Center sent a thank you note for the Bloodmobile being at the Township.
- D. The PA DEP sent a copy of the Elverson Borough Municipal Authority's 2012 Municipal Wasteload Management Annual Report.
- E. The Caernarvon Township Authority sent the Annual Fire Hydrant Report.
- F. The PA DEP sent a copy of the Caernarvon Township Municipal Sewer Authority's 2012 Municipal Wasteload Management Annual Report.

MINUTES OF THE PREVIOUS MEETING

A. Norman Rhoads made a motion to approve the minutes of the July 9, 2013 Board of Supervisors Regular Meeting. Scott Moyer seconded the motion. The motion passed with all Supervisors present voting in favor.

B. Norman Rhoads made a motion to approve the minutes of the July 16, 2013 Board of Supervisors Special Meeting. Scott Moyer seconded the motion. The motion passed with all Supervisors present voting in favor

TREASURERS REPORT

The Supervisors reviewed the Treasurer's Report for July. Chief Stolz discussed the possible transfer of funds from the Accrual Account to cover the expenses for solicitor's fees associated with the arbitration. They asked to have treasurer Griesemer review this and make a recommendation. Following this discussion, Scott Moyer made a motion to accept the Treasurer's monthly report for the period ending July 31, 2013. Norman Rhoads seconded the motion. The motion passed with all Supervisors present voting in favor.

EXPENSE LIST

The Supervisors reviewed the bill list for August. Scott Moyer made a motion to accept the bill list for August 13, 2013 and to pay the bills in the amount of \$90,170.87 from the General Fund; \$4,348.17 from the Street Light Fund; \$2,311.16 from the Liquid Fuels Fund; and \$5,270.18 from the Road Machinery Fund. Norman Rhoads seconded the motion. The motion passed with all Supervisors present voting in favor.

OLD BUSINESS

Solicitor, Brett Huckabee addressed signing the paperwork for the re-financing of the Township Building debt. Norman Rhoads made a motion to authorize and approve the vice-chairman and secretary signatures on the required documentation for the re-financing of the debt. Scott Moyer seconded the motion. The motion passed with all Supervisors present voting in favor.

BUSINESS

A. Secretary Miller discussed the vacancies existing on Township Boards. The Township has received three letters of interest for the positions. The first is a vacancy on the Municipal Sewer Authority. The Authority has recommended Craig Eppright of 105 Center Avenue, Morgantown, PA to fill this vacancy. This is for an unexpired term that ends on January 1, 2016. Norman Rhoads made a motion to adopt Resolution 2013-17 to appoint Craig Epright to fill this vacancy. Scott Moyer seconded the motion. The motion passed with all Supervisors present voting in favor.

B. Secretary Miller then noted there are two vacancies for Alternates on the Zoning Hearing Board (ZHB). Gregory A. Shantz, 1001 Ridgeview Drive, and David W. Anspach III, 609 Joanna Road, Morgantown, PA expressed an interest in serving on Township Boards. Norman Rhoads made a motion to adopt Resolution 2013-18 to appoint Gregory A. Shantz and David W. Anspach III to fill vacancies on the ZHB. Scott Moyer seconded the motion. The motion passed with all Supervisors present voting in favor.

TOWNSHIP REPORTS

A. Secretary Miller noted that there was no update from the Arbitration Hearing Board. Additionally, the Refinancing is scheduled for Next Thursday.

Secretary Miller discussed additionally:

- Additional quoted information for security cameras at the Friendship Park, and Maintenance Shed from Tyco Integrated Security, and Vector Security. The Supervisors reviewed the quotes and asked questions. Scott Moyer made a motion to award the bid for installing security cameras to Tyco Integrated Security for \$8,747.58. Norman Rhoads seconded the motion. The motion passed with all Supervisors present voting in favor.
- Training for employees on Microsoft Word 2013 and Excel 2013. This is for an on-site training lasting all day. Scott Moyer made a motion to approve training for 6 employees for \$1,400.00. Norman Rhoads seconded the motion. The motion passed with all Supervisors present voting in favor.

B. The Maintenance Department Report for July was received. Tom Hornberger discussed having an Intergovernmental Cooperative Agreement with Caernarvon Township, Lancaster County. The Supervisors discussed with Solicitor Huckabee, and generally agree, as long as Caernarvon Lancaster will go along. Scott Moyer made a motion to agree with signing the Intergovernmental Cooperative Agreement with Caernarvon Township, Lancaster County, and to advertise for the Ordinance to adopt this agreement. Norman Rhoads seconded the motion. The motion passed with all Supervisors present voting in favor.

The Supervisors discussed lessons learned from the recent paving on Elverson Road.

C. The SEO Report for July was received.

D. The Library Report for July was received.

E. The Tax Collector's Report for July was received.

F. Chief Stolz gave his Police Department Reports for New Morgan Borough and Caernarvon Township. He noted the "No Need to Speed" signs have been placed on Willow Glen Road. Additionally, he discussed the detour for water main installation on Quarry Road and Morgan Way.

G. The Zoning and Code Enforcement Officer's report for July was received. Additionally, Secretary Miller and Solicitor Huckabee discussed the ZHB variance hearing scheduled for next week. The Supervisors reviewed the application and agreed to take no position in this matter.

H. The Fire Company Report for July was received.

I. The EMS report for July was received.

J. The draft minutes for the last Parks and Recreation meeting were reviewed.

K. The Planning Commission's Plan Status Report was reviewed by the Supervisors.

L. Engineer Bill Witman gave his report. He noted that requests have been received for releases of escrow.

Northwood Subdivision has requested release of some of their escrow through their letter of credit. Kurtland Farms has completed their project and is requesting full release of all escrow for their letter of credit. Bill agreed and recommended Northwood for a release of \$25,265.58; he agrees that Kurtland Farms project is complete and recommended full release.

Scott Moyer made a motion to release \$25,265.58 from Northwood Subdivision letter of credit. Norman Rhoads seconded the motion. The motion passed with all Supervisors present voting in favor.

Norman Rhoads then made a motion to release \$96,728.43 from Kurtland Farms, which is the full amount of their letter of credit. Scott Moyer seconded the motion. The motion passed with all Supervisors present voting in favor.

Engineer Witman noted that the updated 5-year road projects plan is expected to cost \$1.8M. He feels that the new Liquid Fuels formula will provide sufficient funds to complete these projects.

Engineer Witman also noted he is investigation the storm water pipes, and right-of-way near the intersection of Elverson Road with Joanna Road.

M. Solicitor Brett Huckabee had nothing additional to report.

SUPERVISOR COMMENTS

The Supervisors had no comments.

ADJOURNMENT

Norman Rhoads made a motion to adjourn the meeting. Scott Moyer seconded the motion. The motion passed with all Supervisors present voting in favor.

Respectfully Submitted,

Randall Miller,
Township Administrator/Secretary