

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA**

**BOARD OF SUPERVISORS  
MEETING MINUTES**

**September 10, 2019**

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on September 10, 2019 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; Paul Whiteman, Supervisor; Sandra Styer, Supervisor; Jeffrey Vickers, Supervisor; Jack Hess, Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Scott Anderson, Great Valley Consultants; Jack Griesemer, Treasurer; Keith McGowan, Maintenance Foreman; Joan Bair, 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:**

No comments from the assembly.

**CORRESPONDENCE**

The following correspondence was previously forwarded to Supervisors for review, no further comments:

**Honey Brook Township Zoning Hearing Board Notice Dated August 26, 2019**  
**County of Berks Comprehensive Plan 2030 Draft Update**  
**Representative Gillen Letter Dated August 23, 2019, Annual Blood Drive**  
**PSATs Unemployment Comp Group Trust 2019 Election Ballot**  
**MABA Newsletter – September 2019**  
**Berks Nature – Fall/Winter 2019 Adventure Guide**  
**Berks County Assessment Office – Clean and Green Notice**

**MINUTES OF THE PREVIOUS MEETING**

- A. Paul Whiteman made a motion to accept the minutes of August 13, 2019 Board of Supervisors meeting. Sandy Styer seconded the motion. Motion carried unanimously.
- B. Jeff Vickers made a motion to accept the minutes of August 27, 2019 Board of Supervisors Workshop meeting. Jack Hess seconded motion. Motion carried unanimously.

**TREASURERS REPORT**

The Supervisors reviewed the Treasurer's report. Sandy Styer made a motion to accept the Treasurers monthly report for the period ending August 31, 2019. Jeff Vickers seconded the motion. Motion carried unanimously.

**EXPENSE LIST**

The Supervisors reviewed the bill list for September 10, 2019. Paul Whiteman made a motion to pay the bills on the September 10, 2019 bill list, amount of \$80,565.45 General Fund; \$4,297.27 Street Light Fund; \$11,654.87 Building Tax Fund; \$6,724.25 Escrow Fund. Sandy Styer seconded the motion. Motion carried unanimously.

**BUSINESS**

A. MABA Tree Planting Memorial – Nora Filmore was present to discuss the proposed tree memorial in honor of Joe Thomas. Ms. Filmore explained that a tree wrap/banding material would be used in lieu of a plaque to memorialize Joe Thomas's name. The Board of Supervisors support the proposal of a memorial tree to be planted at the Morgan Circle Park. For future memorial requests, the Supervisors discussed purchasing one memorial plaque for placement at Morgan Circle Park.

B. MMO – Sandy Styer made a motion to approve the 2020 Minimum Municipal Obligation (MMO). Paul Whiteman seconded the motion. Motion carried unanimously.

C. Morgantown Apartments – Township Solicitor Eric Brown explained that the LDP waivers will be revisited at the next Planning Commission meeting.

D. Morgantown Affiliates – Township Engineer Scott Anderson explained that Morgantown Affiliates has not submitted the required Highway Occupancy Permit (HOP) for parking lot improvements. Sandy Styer made a motion to authorize the Township Zoning Officer to file a complaint/citation if HOP has not been filed within the next 30 days. Jeff Vickers seconded motion. Motion carried unanimously.

E. Wexford Court LDP Escrow Agreement – Paul Whiteman made a motion to approve the Wexford Court, LLC Amended and Restated Financial Security Agreement, subject to receipt of \$3,100.00 cash escrow. Sandy Styer seconded motion. Motion carried unanimously. Also, Sandy Styer made a motion to authorize drawdown of the applicable Wexford Court Letter of Credit in the event developer does not pay the \$3,100.00 cash escrow. Jeff Vickers seconded motion. Motion carried unanimously.

F. Sheds Unlimited Phase 2 Update – Township Engineer Scott Anderson explained to the Board that required paperwork has been submitted.

G. Auto Zone Letter of Credit Release – Paperwork has been submitted to the applicable Financial Institution for processing.

H. XTL Multimodal Grant – Jeff Vickers made a motion to accept, approve and execute the PennDot Multimodal Transportation Agreement for the SR 10/Shiloh Road Right Turn Project. Jack Hess seconded motion. Motion carried unanimously.

I. DEP Pipeline/Mariner Grant Agreement – Township Engineer Scott Anderson will be meeting with Twin Valley School Representatives to review the agreement.

J. Classic Auto Mall & McDonald's Easement Access – Solicitor Eric Brown informed the Board that the easement legal description is almost completed.

K. Resolution No. 2019-28, Disposal of Records – Sandy Styer made a motion to approve Resolution No. 2019-28. Jack Hess seconded motion. Motion carried unanimously.

L. Resolution No. 2019-29, Parks and Recreation Appointments – Paul Whiteman made a motion to approve Resolution No. 2019-29. Sandy Styer seconded motion. Motion carried unanimously.

M. Parks and Recreation Background Checks Policy – Solicitor Eric Brown explained that the 2015 policy provided for review was previously revised and approved. Updated version will be provided.

N. Parks – (1) The Board approved the use of a cooking grill for an upcoming pavilion reservation. Approval of grill use will be noted on the application; (2) Playground Inspection was discussed. The Board requested that Road Foreman McGowan research playground certification options; (3) The Maple Drive lighting matter is under review. More information will be provided at a later date.

O. Fire Police Assistance Request for September 14<sup>th</sup> – Sandy Styer made a motion to approve the Fire Police Assistance Request form for the Ridge FC Community Day to be held on September 14, 2019. Jeff Vickers seconded motion. Motion carried unanimously.

P. Fire Police Assistance Request for October 16<sup>th</sup> – Jeff Vickers made a motion to approve the Fire Police Assistance Request form for the Elverson Parade to be held on October 16, 2019. Paul Whiteman seconded motion. Motion carried unanimously.

Q. United States Recycling Inc. Paper Retriever Program – No action taken.

R. Moreview Blvd Letter – No update at this time.

S. Broad Ax Pass Letter – No update at this time.

T. Swamp Road Report – Road Foreman McGowan reported that residents continue to make repairs. Areas with extensive damage have been repaired.

U. Personnel Manual Updates – (1) The Comp Time policy was reviewed. No action taken at this time; (2) The Sick Time policy was reviewed. No action taken at this time.

V. Police Department Hiring Forms – Solicitor Eric Brown explained that he and the Chief of Police met to review hiring procedures. The Police Department hiring procedures include the following: (1) job application; (2) Background Check Policy; (3) Consumer Report Form; and, (4) Offer of Employment Letter.

W. Township Anniversary Planning – Supervisor Jack Hess reported that the next Anniversary Planning meeting is scheduled for Wednesday, September 18<sup>th</sup> at 6:30pm, Township meeting room. Supervisor Hess encouraged residents to attend the planning meetings. Many volunteers will be needed for this community event.

X. Crown Vic Municibid Ad – Bidding continues, reserve has not been met yet.

Y. Fire Police Assistance Request for October 28, 2019 – Sandy Styer made a motion to approve the Fire Police Assistance Request for the Lion's Club Halloween Parade to be held on October 28, 2019. Jeff Vickers seconded motion. Motion carried unanimously.

## **TOWNSHIP REPORTS**

- A. Secretary/Administrator reported the following: (1) The Draft Southern Berks Joint Comprehensive Plan is ready for review. (2) Current Projects: Military Recognition Photo display and banner program.
- B. Carnival Committee – The 250<sup>th</sup> Anniversary celebration will be incorporated into the 2020 carnival event.
- C. The Supervisors reviewed the monthly Maintenance Report. Roads Foreman Keith McGowan reported the following: (1) Upcoming Traffic Signal Maintenance/Repair work estimate is \$1525.00; (2) The John Deere Loader will need wheel work which will take the loader out of operation for a short period of time, repair estimate is \$1,000.00. Sandy Styer made a motion to approve the John Deere Loader wheel repairs. Jeff Vickers seconded the motion. Motion carried unanimously; (3) Pipe work is needed on Joanna Road which will require driveway repairs at 925 Joanna Road. Driveway work is within the Township's Right of Way. The Supervisors requested that a letter from the Township be sent informing the resident about the Township's repair work. In addition, the Supervisors requested that Road Foreman McGowan obtain quotes for the material and paving work; (4) Foreman McGowan discussed scheduling the Fall Roads Inspection date. The Supervisors suggested a tentative date of September 23<sup>rd</sup> at 5PM; and, (5) Roads Foreman McGowan noted that he has been working on a 3, 5 and 7 year road plan. Roadmaster Paul Whiteman noted that budget figures will be included in the plan.
- D. The monthly SEO Report was received.
- E. The monthly Library Report was received.
- F. The monthly Tax Collector Report was received.
- G. The monthly Police Department Report was received.
- H. The monthly Zoning/Code Enforcement Officer Report was received.
- I. The monthly EMS report was received.
- J. The monthly Fire Department report was received.
- K. The monthly Park and Recreation draft minutes were received for June and August. The Supervisors reviewed the request lists for June and August. Sandy Styer made a motion to approve a \$250.00 budget for the 2019 Halloween Trunk or Treat event. Jack Hess seconded the motion. Motion carried unanimously. Additionally, Sandy Styer made a motion to designate Thursday, October 31<sup>st</sup> as the Township's Trick or Treat night from 6-9 PM. Paul Whiteman seconded the motion. Motion carried unanimously. The

Supervisors discussed the use of the Friendship Park stage for music events, and are requiring that all inquiries and reservations go through the Township Office.

L. The August Planning Commission meeting was cancelled, no meeting minutes to review.

M. Water/Sewer meeting minutes were received.

N. The monthly Engineer's Report was received. Engineer Scott Anderson provided the following updates to the Board: (1) GVC received Payment Application No. 1 for the 2019 Street Improvements Project from H&K Group, Inc. Paul Whiteman made a motion to approve Payment Application No. 1 in the amount of \$185,539.49 per Township Engineer's recommendation. Jack Hess seconded motion. Motion carried unanimously; (2) Conditional approval for a Wawa at the northwest corner of SR 23 and Swamp Road, Lancaster County was received. An Engineer's meeting was held at the Township to discuss the Applicant's 2 year maintenance period for the Swamp Road outlet drainage pipe system. Township Solicitor Eric Brown recommends documenting the existing drainage pipe system and perform a baseline comparison after the installation.

O. Solicitor Eric Brown requested an Executive Session to discuss a legal issue.

## **EXECUTIVE SESSION**

The Supervisors recessed for an Executive Session at 8:25 PM. Chairman Styer called the meeting back to order at 8:55 PM, indicating the session was for personnel issues and litigation.

## **SUPERVISORS COMMENTS**

No comments.

## **ADJOURNMENT**

Paul Whiteman made a motion to adjourn meeting. Sandy Styer seconded motion. Motion carried unanimously. The meeting was adjourned at 8:56 PM.

Respectfully Submitted,

Joan A. Bair  
Township Administrator/Secretary