The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on March 9, 2021 in the Caernarvon Township Municipal Building, and via Zoom, located at 3307 Main Street, Morgantown, PA, pursuant to notice according to law.

ATTENDING OFFICIALS

Sandra Styer, Chairperson; Paul Whiteman, Supervisor; Allen Styer III, Supervisor; Jack Hess, Supervisor; Jeff Vickers, Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Eric McCracken, Great Valley Consultants; Matt Menna, OIC; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary.

CALL TO ORDER

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

CORRESPONDENCE

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

- Robeson Township Zoning Changes Memo
- County of Berks Board of Elections Notice – Use of Social Hall
- PSATs Conference Cancellation Notice
- PennDot Bridge Inspection Notification – No Action Required
- PennDot Notice of Payment for Liquid Fuels
- MABA Newsletter

COMMENTS FROM THE ASSEMBLY

Michelle Raymond, 20 Lenape Drive, requested that public comments be permitted prior to the Board voting on actions. In addition, Ms. Raymond inquired about Township financial procedures for upcoming Parks and Recreation events.

MINUTES OF THE PREVIOUS MEETING

A. Jack Hess made a motion to accept minutes of the February 9, 2021 Regular meeting. Jeff Vickers seconded the motion. Motion carried unanimously.

B. Paul Whiteman made a motion to accept minutes of the February 23, 2021 Workshop meeting. Jack Hess seconded the motion. Motion carried unanimously.

TREASURERS REPORT

The Supervisors reviewed the Treasurer’s report. Jack Hess made a motion to accept the Treasurers monthly report for the period ending February 28, 2021. Allen Styer seconded the motion. Motion carried unanimously. Administrator Joan Bair explained that revenue is beginning to come in from Real Estate taxes.
EXPENSE LIST

Allen Styer made a motion to pay the bills on the March 9, 2021 bill list, amount of $89,830.48 General Fund; $4,253.23 Street Light Fund; $550.40 Building Tax Fund; $43,901.25 Accrual Fund. Jack Hess seconded the motion. Motion carried unanimously.

PUBLIC HEARING

Solicitor Eric Brown called the Public Hearing to order at 7:02 PM EDT for the purpose of obtaining the Board’s approval for the adoption of a Zoning Ordinance Amendment providing for Medical Marijuana Facilities. Solicitor Brown explained that advertising requirements were met, and the proposed amendment was reviewed by both Berks Planning and the Caernarvon Planning Commission. Having no further comments, Solicitor Brown closed the hearing at 7:09 PM EDT.

Jeff Vickers made a motion to approve the adoption of Ordinance No. 302, amending Zoning Ordinance No. 239 to provide for the regulation of Medical Marijuana Facilities and Amending Off-Street Parking Requirements for Medical, Dental, and Paramedical Offices/Clinics. Paul Whiteman seconded the motion. Motion carried unanimously.

BUSINESS

A. Policy for Video Recordings of Township Meetings – Tabled at this time. To be discussed at the next Board meeting.

B. Policy for Public Township Meetings – Tabled at this time. To be discussed at the next Board meeting.

C. RKL Carnival Report – Mark Zettlemoyer, RKL CPA, explained the general procedures used for the Township’s annual audits. Mr. Zettlemoyer then began with presenting the agreed upon procedures for the carnival report. Supervisor Jack Hess asked why the main carnival contact person, Paul Whiteman, was not interviewed. Mr. Zettlemoyer requested that Supervisor Hess allow the presentation to continue for an explanation of the report and findings.

Mr. Zettlemoyer continued with the presentation which addressed contract signing, cash transactions including petty cash approval process, timing of bank deposits, certificate of insurance requirements, credit card transactions, donation barrels, accounting system for vendor tickets, and the need for all Carnival records to be retained at the Township Office. Mr. Zettlemoyer explained that common sense procedures are needed, and are to be taken to the Board of Supervisors for review and approval.

Terri Payne, Carnival Committee Member, requested an explanation for why it was previously stated that the auditor was told in the past not to audit the carnival account. The reply to Ms. Payne’s question was that most of the carnival transactions were not part of the general account where the majority of Township transactions take place.

Shannon Long, Carnival Committee Member, stated that the report is very beneficial and a very large step moving forward. The Carnival Committee Members in attendance requested Mr. Zettlemoyer’s assistance with establishing procedures.

No action taken at this time. Carnival procedures will be discussed at the next Board of Supervisors meeting.

D. Carnival Insurance Questionnaire – No action taken at this time.
E. Twin Valley Soccer Club Agreement – No action taken. Agreement will be presented at the next Supervisors Board meeting.

F. MAA Agreement – Chairperson Sandra Styer addressed maintenance requirements. Colt Grazioli, Parks and Recreation, explained that the proposal is for the agreement to be a joint effort between the Legion and MAA. Chair Styer asked if the arrangement includes a sublease for profit making. Mr. Grazioli stated that no profit making operations will take place. Discussion took place regarding restroom facilities. The Chair requested time for the Township to review the proposed MAA agreement changes. No action taken at this time.

G. 2021 Street Work – Eric McCracken, Great Valley, summarized the proposed 2021 Street Work bid proposal. After discussion, Paul Whiteman made a motion to accept the 2021 Street Work Bid Proposal for advertising, placing the Thousand Oaks Bridge work as an alternate item. Jeff Vickers seconded the motion. Motion carried unanimously.


I. Apartments on Main (aka Morgantown Apartments) – Jeff Vickers made a motion to acknowledge the Apartments on Main LDP extension request letter, extension until June 30, 2021. Jack Hess seconded the motion. Motion carried unanimously.

J. Hoover/Zimmerman Annexation – Paul Whiteman made a motion to approve the Hoover/Zimmerman Annexation LDP Decision as presented. Jack Hess seconded the motion. Motion carried unanimously.

K. Twin Valley Pipeline Mariner Grant Letter – Mr. Gary McEwen was present to discuss the grant, in particular, the basins requirements. Mr. McEwen explained that vegetation disturbance could adversely affect the present stormwater system. Eric McCracken, Great Valley Engineer, offered to contact DEP to discuss sediment removal requirements and the scope of work recommended for existing basins.

At this time, Mr. McEwen provided feedback to the Board regarding facebook comments posted about the airport proposal. Supervisor Allen Styer explained that the Township has a land development process in place which includes the Planning Commission’s initial review of any proposal. Supervisor Styer also explained that no pressure should be felt by Board Members regarding Township Land Development discussions.

L. Police Department Mutual Aid Agreement – No update at this time.

M. PennDot Mowing Contract Renewal – Paul Whiteman made a motion to approve the PennDot 3-year mowing contract, expiration date of December 31, 2023. Jack Hess seconded the motion. Motion carried unanimously.

N. Morgantown Entrance Sign – Paul Whiteman made a motion to approve Cleverly deSigns as the vendor for the Morgantown Sign repair job, in the amount of $625.00. Jeff Vickers seconded the motion. Motion carried unanimously.


Michelle Raymond, Lenape Drive, inquired about the possibility of having a Landfill...
representative attend a Township meeting to share any updates. The Board requested that the Township Administrator send an invitation.

**TOWNSHIP REPORTS**

A. Township Administrator – 2020 Audit for the Township begins this week.

B. Carnival/Anniversary – (1) Draft Carnival procedures will be discussed at the next Workshop meeting; (2) Anniversary books are ready to go to printing company. Jeff Vickers made a motion to approve printing expenses payable to Masthof Printing, amount not to exceed $4500.00. Paul Whiteman seconded the motion. Motion carried unanimously. Additionally, Paul Whiteman made a motion to approve a price of $25.00 each for Anniversary Books purchased by the public. Jeff Vickers seconded the motion. Motion carried unanimously.

C. Maintenance Report – (1) The Supervisors reviewed the monthly Maintenance Report; (2) Road Foreman McGowan informed the Board about street sweeping operations for the month of April. RoadMaster Whiteman requested that the street sweeping information be posted on the Township’s website; (3) Road Foreman McGowan informed the Board about incorrect specifications for the new Maintenance Truck that was recently delivered. Solicitor Brown explained that a Resolution for the replacement vehicle will be presented at the next Workshop Meeting for the Board’s review and approval; (4) Road Foreman McGowan discussed budget requirements for the proposed Mariner Grant stormwater pipe work. No action taken at this time.

D. SEO Report – The Supervisors reviewed the monthly SEO report.

E. Library Report – The Supervisors reviewed the monthly Library report.

F. Tax Collector Report – The Supervisors reviewed the monthly Tax Collector report.

G. Police Department – (1) The Supervisors reviewed the monthly Police Department report; (2) OIC Menna informed the Board about the 2020 CRIMEWATCH program summary.

H. Zoning/Code Enforcement Officer – The Supervisors reviewed the monthly zoning/code report.

I. EMS report – No report for review.

J. Fire Department – The Supervisors reviewed the monthly Fire Department report.

K. Parks and Recreation – (1) The Supervisors reviewed the February 25, 2021 draft minutes; (2) The Supervisors reviewed and discussed the Parks and Rec request list. After discussion, Paul Whiteman made a motion to approve a budget amount of $500.00 for the March 27, 2021 Easter Egg Hunt. Jeff Vickers seconded the motion. Motion carried unanimously; (3) Paul Whiteman made a motion to approve Resolution No. 2021-23 appointing Brandy Schell to the Parks and Recreation Committee. Jack Hess seconded the motion. Motion carried unanimously.

After discussions, Michelle Raymond informed that Board she will be coordinating a day for the Pick Up America project.
L. Planning Commission Minutes – The Supervisors reviewed the February 16, 2021 draft minutes.

M. Water/Sewer Reports – January and February Water Authority minutes were reviewed. No Sewer Authority minutes were provided.

N. Engineer’s Report – The Supervisors reviewed the monthly Engineer’s Report. Eric McCracken, GVC, informed the Board that Sunoco Pipeline bonding is in process. Engineer McCracken also explained to the Board that DEP will be providing next steps guidance regarding Kline and Hopewell Road.

Engineer McCracken informed the Board that a recommendation letter for street work and road bonding recommendations is forthcoming.

O. Solicitor’s Report – Solicitor Brown provided the following report: (1) The next set of Police Department Policies will be available for review at the next Workshop meeting; (2) The Morgantown Apartments Final Land Development submission will be presented to the Planning Commission this month; (3) Berks Homes has submitted a text amendment for the Planning Commission’s review this month; and (4) An executive session was requested to provide a legal matter update.

EXECUTIVE SESSION

The Supervisors recessed into an executive session at 9:16PM. Chair Sandra Styer called the meeting back to order at 9:50PM stating the executive session was for a legal matter update.

SUPERVISORS COMMENTS

No comments.

ADJOURN

Paul Whiteman made a motion to adjourn the meeting. Jeff Vickers seconded the motion. The motion carried unanimously. The meeting adjourned at 9:51PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary