

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
JANUARY 3, 2017**

The Caernarvon Township Board of Supervisors held a Public Reorganization Meeting on January 3, 2017 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, pursuant to notice and according to law.

**ATTENDING OFFICIALS**

Allen Styer III, Supervisor; Scott Moyer, Supervisor; Sandra Styer, Supervisor; Paul L. Whiteman, Jr., Supervisor; John Scalia, Police Chief of Police; Eric Brown, Siana Bellwoar McAndrew, LLP, Solicitor; John Griesemer, Treasurer; Keith McGowan, Maintenance Foreman; Randall Miller, Township Administrator/Secretary.

**CALL TO ORDER**

The Supervisor appointed Paul Whiteman as Chairman Pro-tem who then called the meeting to order at 7:30 p.m. This was followed by the Pledge of Allegiance.

**REORGANIZATION**

**A – Board Reorganization** – Paul Whiteman conducted the reorganization portion of the meeting.

**Chairman** Scott Moyer nominated Allen Styer for the position of Chairman for 2017. Paul Whiteman seconded the nomination. There were no other nominations. Paul Whiteman then called for a vote on the nomination of Allen Styer as Chairman. The vote was unanimous to appoint Allen Styer as Chairman of the Board of Supervisors for 2017.

**Vice-chairman** Allen Styer made a motion to nominate Paul Whiteman as Vice-Chairman for 2017. Sandy Styer seconded the nomination Paul Whiteman then called for a vote on the nomination of himself as Vice-Chairman. The vote was unanimous and he was appointed as Vice-chairman of the Board of Supervisors for 2017.

The control of the meeting was then returned to Allen Styer, Chairman.

**B – Police Pension Resolution** – Sandy Styer made a motion to adopt Resolution **2017-01** that sets the member contributions to the Police Pension Fund at 5% of their compensation. Paul Whiteman seconded the motion. The motion carried unanimously.

**C – Reenacting Real Estate Transfer Tax Resolution** – Sandy Styer made a motion to adopt Resolution **2017-02** to set the Real Estate Transfer Tax at the same tax imposed with no substantial change for 2017, and that the Recorder of Deeds Office, Berks County Services Center, Reading, 19601, is hereby reappointed collector of this tax. Paul Whiteman seconded the motion. The motion carried unanimously.

**D – Fee Schedule Resolution** –The Supervisors reviewed, and discussed, the suggested fees for the 2017 Fee Schedule. Secretary Miller noted that the fees are the same as 2016, except that Solicitor Eric Brown has recommended additional fees for “Conditional Use” applications, and “Zoning Text Amendment” with changes to the fee imposed for “Curative Amendment/Zoning

Text Amendment” being reduced to better approximate the actual costs. He also recommended adding a section on “Applications to Zoning Officer, and placing the agreements with all consultants as appendices to the Fee Schedule. The Supervisors agreed. Sandy Styer made a motion to adopt Resolution **2017-03** to accept the 2017 Fee Schedule. Paul Whiteman seconded the motion. The motion carried unanimously.

**E – Re-Appointing Board Members Resolution** – Secretary Miller noted that there are some vacancies that need to be filled. After a brief discussion, Paul Whiteman made a motion to adopt Resolution **2017-04** to Appoint and Re-appoint Board Members as presented. Sandy Styer seconded the motion. The motion carried unanimously.

**F – “One-Year” Appointments** – Sandy Styer made a motion to adopt Resolution **2017-05** to appoint the persons, and firms as nominated on the list of “One-Year” Appointments to their positions for 2017. Scott Moyer seconded the motion. The Supervisors then discussed changes to the “One-Year” Appointments as follows:

1. Scott Moyer made a motion to amend Resolution 2017-05, naming Great Valley Consultants as the Township’s Engineer. Sandy Styer seconded the motion. The motion carried unanimously, and the Resolution was amended.
2. Sandy Styer made a motion to amend Resolution 2017-05, naming Allen Styer as Alternate Non-uniformed Liaison. Scott Moyer seconded the motion. The motion carried unanimously, and the Resolution was amended.
3. Sandy Styer made a motion to amend Resolution 2017-05, naming Paul Whiteman, Jr. as Emergency Services Liaison. Allen Styer seconded the motion. The motion carried unanimously, and the Resolution was amended.

After these discussions and amending motions to the Resolution, the question was called. On the question, the motion carried unanimously, and Resolution 2017-05 was adopted in its amended version.

**G – Mileage Rate** –Sandy Styer made a motion to adopt Resolution **2017-06** to set the mileage rate paid by the Township to \$0.540 per mile to coincide with the approved IRS mileage rate. Scott Moyer seconded the motion. The motion carried unanimously.

**H – Re-Appointing Delegates to the Tax Collection Committee (TCC)** – Sandy Styer made a motion to adopt Resolution **2017-07** to appoint John Griesemer as the Delegate, and Randall Miller as the Alternate Delegate to the TCC for 2017. Scott Moyer seconded the motion. The motion carried unanimously.

**I – Re-Appointing PSATS as CDL Testing Agency** – Sandy Styer made a motion to adopt Resolution **2017-08** appointing PSATS as the CDL Drug Testing Agency for 2017. Scott Moyer seconded the motion. The motion carried unanimously.

**J – Naming Auditors for the 2016 Annual Audit** – Paul Whiteman made a motion to adopt Resolution **2017-09** appointing Reinsel Kuntz Leshner, LLP, 1330 Broadcasting Road, Wyomissing, PA, as the Auditor for the term that expires on the first day of January 2018, to audit the accounts of Caernarvon Township for the fiscal year 2016. Scott Moyer seconded the motion. The motion carried unanimously.

**K – Joining the Countywide UCC Appeals Board for 2017** – Paul Whiteman made a motion to adopt Resolution **2017-10** joining the Countywide UCC Appeals Board for 2017. Scott Moyer seconded the motion. The motion carried unanimously.

**L – Fire Police for 2017** – Paul Whiteman made a motion to adopt Resolution **2017-11** appointing the listed members of the Twin Valley Fire Department as Special Fire Police for 2017. Sandy Styer seconded the motion. The motion carried unanimously.

**M – Appointing Elected Auditors for 2017**– Sandy Styer made a motion to adopt Resolution **2017-12** appointing Jeffery Vickers and Andrea Vickers as Elected Auditors to terms that expire the first day of January 2018. Scott Moyer seconded the motion. The motion carried unanimously.

## **BUSINESS**

A. Secretary Miller noted that agreements for traffic signal preventative maintenance have been received from C.M. High for 2017, at the same costs as 2016. Scott Moyer made a motion to approve the agreements for signal maintenance with C.M. High at the annual rate of \$340.00 for the McDonalds signal, and \$2,350.00 for the remainder of the signals. Paul Whiteman seconded the motion. The motion carried unanimously.

B. Secretary Miller along with Treasurer Jack Griesemer noted some additional invoices have been paid in 2016. Secretary Miller requested the Supervisors amend the December Bill List. Paul Whiteman made a motion to amend the December 13, 2016 Bill List in the amount of \$178,160.94. Scott Moyer seconded the motion. The motion carried unanimously.

## **EXECUTIVE SESSION**

The Supervisors recessed into executive session at 7:78 pm to discuss personnel issues. Chairman Styer called the meeting back to order at 9:06 pm summarizing that the executive session was to discuss contract and personnel issues.

Several actions resulted from the Executive Session:

1. Chairman Styer asked Treasurer Jack Griesemer to summarize the 2017 non-contractual pay increases. Treasurer Griesemer noted a 3.5% increase for the Chief of Police, Police Secretary, Maintenance Department Full-time Personnel, Part-time Police Officers not covered in the contract, and Administrator/Secretary Miller; and a 50 cents (\$0.50) per hour increase for Part-time CDL, non-CDL Drivers and Snow Shovelers. Scott Moyer made a motion approve the wage and salary increases. Paul Whiteman seconded the motion. The motion carried unanimously.
2. Sandy Styer made a motion to change the meeting times for all Supervisors' Meetings to 7:00 p.m., beginning with the Workshop meeting in January. Scott Moyer seconded the motion. The motion carried unanimously.
3. Paul Whiteman made a motion to promote Officer Nicholas Phillips to Full-time Officer, beginning on January 8, 2016. Scott Moyer seconded the motion. The motion carried unanimously. Officer Philips was congratulated.

**SUPERVISORS COMMENTS**

The Supervisors asked that a posting be placed for promoting a Police Officer to Corporal.

Also, the Supervisors want to ensure the Parks and Recreation are prepared to budget for their 2017 events. The Supervisors reiterated that the parks and recreation programs must be self-supporting.

**PUBLIC COMMENT**

There was no Public Comment.

**ADJOURNMENT**

Paul Whiteman made a motion to adjourn the meeting. Sandy Styer seconded the motion. The motion carried unanimously, and the meeting adjourned at 9:24 p.m.

Respectfully Submitted,

Randall Miller,  
Township Administrator/Secretary