

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 2, 2018**

The Caernarvon Township Board of Supervisors held a Public Reorganization Meeting on January 2, 2018 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; Jack Hess, Supervisors; Sandra Styer, Supervisor; Paul L. Whiteman, Jr., Supervisor; Jeffrey Vickers, Supervisor; John Scalia, 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

Allen Styer called the meeting to order at 7:00 p.m. This was followed by the Pledge of Allegiance. The Supervisors appointed Allen Styer as Chairman Pro-tem. Mr. Styer proceeded to reorganize the Board.

REORGANIZATION

A – Board Reorganization

Chairman Jeffery Vickers nominated Allen Styer for the position of Chairman for 2018. Paul Whiteman seconded the nomination. There were no other nominations.

Vice-chairman Sandy Styer made a motion to nominate Paul Whiteman as Vice-Chairman for 2018. Jack Hess seconded the nomination.

Allen Styer, Chairman Pro-Tem, then called for a vote on the nominations of himself as Chairman and Paul Whiteman, Jr. as Vice-Chairman. The vote was unanimous.

Allen Styer, Chairman assumed control of the meeting.

B – Police Pension Resolution – Sandy Styer made a motion to adopt Resolution **2018-01** that sets the member contributions to the Police Pension Fund at 5% of their compensation. Jack Hess seconded the motion. The motion carried unanimously.

C – Reenacting Real Estate Transfer Tax Resolution – Paul Whiteman made a motion to adopt Resolution **2018-02** to set the Real Estate Transfer Tax at the same tax imposed by Ordinance #236, with no substantial change for 2018, and that the Recorder of Deeds Office, Berks County Services Center, Reading, 19601, is hereby re-appointed collector of this tax. Sandy Styer seconded the motion. The motion carried unanimously.

D – Fee Schedule Resolution –The Supervisors reviewed, and discussed, the suggested fees for the 2018 Fee Schedule. Secretary Miller noted that the fees are the same as 2017. Solicitor Eric Brown has recommended additional fees for “Escrows” to be added as a section of the Fee Schedule. The Supervisors agreed. Sandy Styer made a motion to adopt Resolution **2018-03** to

accept the 2018 Fee Schedule, with the change as discussed by Solicitor Brown. Jeffrey Vickers seconded the motion. The motion carried unanimously.

E – Re-Appointing Board Members Resolution – Secretary Miller noted that there are vacancies that need to be filled. After a brief discussion, Sandy Styer made a motion to adopt Resolution **2018-04** to Appoint and Re-appoint Board Members as presented. Jack Hess seconded the motion. The motion carried unanimously.

F – “One-Year” Appointments – Sandy Styer made a motion to adopt Resolution **2018-05** to appoint the persons, and firms as nominated, and further amended on the list of “One-Year” Appointments to their positions for 2018. Jack Hess seconded the motion. The Supervisors discussed and amended the “One-Year” Appointments as follows:

1. Jeff Vickers made a motion to amend Resolution 2018-05, nominating Allen Styer as Police Liaison. Sandy Styer seconded the motion. The motion carried unanimously, and the Resolution was amended.
2. Paul Whiteman made a motion to amend Resolution 2018-05, nominating Jack Hess as Alternate Police Liaison. There was no second for this nomination. Allen Styer then made a motion to amend Resolution 2018-05, nominating Jeffery Vickers as Alternate Police Liaison. Sandy Styer seconded the motion. The motion carried on a vote of three in favor and two opposed; Supervisors Allen Styer, Sandy Styer and Jeffery Vickers in favor and Supervisors Jack Hess and Paul Whiteman opposed. The Resolution was amended.
3. Jeffery Vickers made a motion to retain Jack Hess as the Non-uniformed Liaison. Paul Whiteman seconded the motion. The motion carried unanimously.
4. Sandy Styer made a motion to amend Resolution 2018-05, nominating Jeffery Vickers as the Alternate Non-uniformed Liaison. Allen Styer seconded the motion. The motion carried unanimously, and the Resolution was amended.
5. Allen Styer made a motion to retain Paul Whiteman, Jr. as the Emergency Management Coordinator. Jeffery Vickers seconded the motion. The motion carried unanimously.
6. Jeffery Vickers made a motion to retain Allen Styer, III as the Assistant Emergency Management Coordinator. Jack Hess seconded the motion. The motion carried unanimously.
7. Allen Styer made a motion to retain Randall P. Miller as the Assistant Emergency Management Coordinator. Paul Whiteman, seconded the motion. The motion carried unanimously.
8. Jeffery Vickers made a motion to retain Sandy Styer as the Roadmaster. Allen Styer seconded the motion. The motion carried unanimously.
9. Allen Styer made a motion to retain Jack Hess as the Assistant Roadmaster. Jeffery Vickers seconded the motion. The motion carried unanimously.
10. Allen Styer made a motion to retain H. Keith McGowan as the Maintenance Foreman. Jeffery Vickers seconded the motion. The motion carried unanimously.
11. Jack Hess was asked if he would like to remain as Liaison to the Parks and Recreation Board. He indicated he would. Jeffery Vickers made a motion to retain Jack Hess as the

Parks and Recreation Board Liaison. Allen Styer seconded the motion. The motion carried unanimously.

12. Nora Filmore was asked if she would like to remain as Liaison to the Library. Nora indicated she would not due to her schedule. Allen Styer noted he would serve as Liaison. Jeffery Vickers made a motion to amend Resolution 2018-05, naming Allen Styer, III as Library Liaison. Jack Hess seconded the motion. The motion carried unanimously, and the Resolution was amended.

There being no further amending motions to the Resolution, the question was called. On the question, the motion carried unanimously, and Resolution 2018-05 was adopted in its amended version.

G – Mileage Rate – Paul Whiteman made a motion to adopt Resolution **2018-06** to set the mileage rate paid by the Township to \$0.545 per mile to coincide with the approved IRS mileage rate. Sandy Styer 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 **2018-07** to appoint John H. Griesemer as the Delegate, and Randall P. Miller as the Alternate Delegate to the TCC for 2018. Jack Hess seconded the motion. The motion carried unanimously.

I – Re-Appointing PSATS as CDL Testing Agency – Paul Whiteman made a motion to adopt Resolution **2018-08** appointing PSATS as the CDL Drug Testing Agency for 2018. Sandy Styer seconded the motion. The motion carried unanimously.

J – Naming Auditors for the 2017 Annual Audit – Sandy Styer made a motion to adopt Resolution **2018-09** appointing Reinsel Kuntz Leshner, LLP, 1330 Broadcasting Road, Wyomissing, PA, as the Auditor for the term that expires on the first day of January 2019, to audit the accounts of Caernarvon Township for the fiscal year 2017. Jack Hess seconded the motion. The motion carried unanimously.

K – Joining the Countywide UCC Appeals Board for 2018 – Jack Hess made a motion to adopt Resolution **2018-10** joining the Countywide UCC Appeals Board for 2018. Sandy Styer seconded the motion. The motion carried unanimously.

L – Authorizing Dept. Heads to Expend Funds - Sandy Styer made a motion to adopt Resolution **2018-11** noting policy for allowing Department Heads to expend Funds. Jeffery Vickers seconded the motion. Foreman Keith McGowan asked how this would work with issues of rock salt purchases or other emergency purchases. It was noted the same as the past, with contact being made through the Roadmaster for these purchase approvals. Following this discussion, the question was called and the motion carried unanimously.

M – Fire Police for 2018 – Paul Whiteman made a motion to adopt Resolution **2018-12** appointing the listed members of the Twin Valley Fire Department as Special Fire Police for 2018. Jeffery Vickers seconded the motion. The motion carried unanimously.

N – Appointing Elected Auditors for 2018– Paul Whiteman made a motion to adopt Resolution **2018-13** appointing Andrea Vickers, Bryanna Vickers and Jennifer Tennant as Elected Auditors to terms that expire the first day of January 2020. Jack Hess 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 2018, at the same costs as 2017. Paul Whiteman 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. Sandy Styer seconded the motion. The motion carried unanimously.

B. Secretary Miller along with Treasurer Jack Griesemer noted some additional invoices have been paid in December 2017. Secretary Miller requested the Supervisors approve the amended December Bill List. Jeff Vickers made a motion to approve the amended December 2017 Bill List in the amount of \$108,398.50. Jack Hess seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION

The Supervisors recessed into executive session at 7:26 pm to discuss personnel issues. Chairman Styer called the meeting back to order at 8:22 pm summarizing that the executive session was to discuss contract and personnel issues. Several actions resulted from the Executive Session:

A. Sandy Styer made a motion to increase the pay for personnel; a 3.5% increase for the Chief of Police, Police Secretary, Maintenance Department Full-time Personnel, and Administrator/Secretary Miller; a 50 cents (\$0.50) per hour increase for Part-time CDL Drivers; a 25 cents (\$0.25) per hour increase for non-CDL Drivers, effective January 1, 2018. Jack Hess seconded the motion. The motion carried unanimously.

B. Jeff Vickers made a motion to accept the resignation of Officer Nicholas Phillips. Paul Whiteman seconded the motion. The motion carried unanimously. Sandy Styer then motioned to sell Officer Philip's vest to the Central Berks Regional Police for \$600.00. Jack Hess seconded the motion. The motion carried unanimously.

C. Paul Whiteman made a motion to promote Officer Thomas Brecker to Full-time Officer, effective January 1, 2018. Jeff Vickers seconded the motion. The motion carried unanimously.

D. Sandy Styer made a motion to promote Officer Chad Eberly to Detective Corporal, effective January 1, 2018. Jeff Vickers seconded the motion. The motion carried unanimously.

E. Sandy Styer made a motion to promote Corporal Matthew Menna to Sergeant, effective January 1, 2018. Paul Whiteman seconded the motion. The motion carried unanimously.

F. Sandy Styer made a motion to authorize the appointment of Siana Bellwoar to enter its representation on behalf of Caernarvon Township in the matter of Orchard Industrial Development, LLC v. Caernarvon Township, Berks County Court of Common Pleas Docket No. 17-21691. Jeff Vickers seconded the motion. The motion carried unanimously.

SUPERVISORS COMMENTS

A. The Supervisors took up a request by Chief Scalia to lease a copier. Sandy Styer made a motion to approve a lease for a copier from Rothwell Document Solutions for 36 months at a lease rate of \$113.00 per month. Paul Whiteman seconded the motion. The motion carried unanimously.

B. Paul Whiteman made a motion to direct the Planning Commission to review the sections of the Township's Zoning Ordinance, and return recommendations to the Board of Supervisors. Jeff Vickers seconded the motion. The motion carried unanimously.

The Supervisors welcomed newly elected Supervisor Jeffrey Vickers to the Board.

PUBLIC COMMENT

There was no Public Comment.

ADJOURNMENT

Sandy Styer made a motion to adjourn the meeting. Jeff Vickers seconded the motion. The motion carried unanimously, and the meeting adjourned at 8:38 p.m.

Respectfully Submitted,

Randall Miller,
Township Administrator/Secretary