

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
JANUARY 7, 2019**

The Caernarvon Township Board of Supervisors held a Public Reorganization Meeting on January 7, 2019 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; Joan A. Bair, Township Administrator/Secretary.

**CALL TO ORDER**

Allen Styer called the meeting to order at 6:00 p.m. This was followed by the Pledge of Allegiance.

**REORGANIZATION**

**A – Board Reorganization**

Allen Styer turned the meeting over to Solicitor Eric Brown who conducted the reorganization portion of the meeting.

**Chairman** - Paul Whiteman nominated Allen Styer for the position of Chairman for 2019. Jack Hess seconded the nomination. There were no other nominations. The motion carried unanimously.

**Vice-Chairman** – Jack Hess made a motion to nominate Paul Whiteman as Vice-Chairman for 2019. Sandy Styer seconded the nomination. The motion carried unanimously.

Meeting was turned back to Chairman, Allen Styer.

**B – Police Pension Resolution** – Paul Whiteman made a motion to adopt Resolution **2019-01** that sets the member contributions to the Police Pension Fund at 5% of their compensation. Sandy Styer seconded the motion. The motion carried unanimously.

**C – Reenacting Real Estate Transfer Tax Resolution** – Sandy Styer made a motion to adopt Resolution **2019-02** to set the Real Estate Transfer Tax at the same tax imposed by Ordinance #236, with no substantial change for 2019, and that the Recorder of Deeds Office, Berks County Services Center, Reading, 19601, is hereby re-appointed collector of this tax. Jack Hess seconded the motion. The motion carried unanimously.

**D – Fee Schedule Resolution** –The Supervisors reviewed, and discussed, the suggested fees for the 2019 Fee Schedule. The Supervisors agreed to not include the Township service of recording plans at this time. Sandy Styer made a motion to adopt Resolution **2019-03** to accept the 2019 Fee Schedule, with no changes. Paul Whiteman seconded the motion. The motion carried unanimously.

**E – Re-Appointing Board Members Resolution** – Secretary Joan Bair noted several new appointments that are needed for the Village Library. After a brief discussion, Paul Whiteman made a motion to adopt Resolution **2019-04** to Appoint and Re-appoint Board Members as presented. Jack Hess seconded the motion. The motion carried unanimously.

**F – “One-Year” Appointments** – Paul Whiteman made a motion to accept and adopt Resolution **2019-05** to appoint the persons, and firms as nominated, and further amended on the list of “One-Year” Appointments to their positions for 2019. Jeff Vickers seconded the motion. The Supervisors discussed and amended the “One-Year” Appointments as follows:

1. Sandy Styer made a motion to amend Resolution 2019-05, nominating Jack Hess as Alternate Police Liaison. Jeff Vickers seconded the motion. The motion carried unanimously, and the Resolution was amended.
2. Paul Whiteman made a motion to amend Resolution 2019-05, nominating Sandra Styer as Non-Uniformed Liaison. Jeff Vickers seconded the motion. The motion carried unanimously, and the Resolution was amended.
3. Jeffery Vickers made a motion to amend Resolution 2019-05, nominating Paul Whiteman as Roadmaster. Jack Hess seconded the motion. The motion carried unanimously, and the Resolution was amended.
4. Paul Whiteman made a motion to amend Resolution 2019-05, nominating Sandra Styer as the Village Library Liaison. Jeff Vickers seconded the motion. The motion carried unanimously, and the Resolution was amended.

Resolution **2019-05** was adopted in its amended version.

**G – Mileage Rate** – Sandy Styer made a motion to adopt Resolution **2019-06** to set the mileage rate paid by the Township to \$0.58 per mile to coincide with the approved IRS mileage rate. Jack Hess 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 **2019-07** to appoint John H. Griesemer as the Delegate, and Joan Bair as the Alternate Delegate to the TCC for 2019. Jeff Vickers seconded the motion. The motion carried unanimously.

**I – Re-Appointing PSATS as CDL and Non-CDL Testing Agency** – Paul Whiteman made a motion to adopt Resolution **2019-08** appointing PSATS as the CDL and Non-CDL Drug Testing Agency for 2019. Jack Hess seconded the motion. The motion carried unanimously.

**J – Naming Auditors for the 2018 Annual Audit** – Sandy Styer made a motion to adopt Resolution **2019-09** appointing Reinsel Kuntz Leshner, LLP, 1330 Broadcasting Road, Wyomissing, PA, as the Auditor for the term that expires on the first day of January 2020, to audit the accounts of Caernarvon Township for the fiscal year 2018. Jack Hess seconded the motion. The motion carried unanimously.

**K – Joining the Countywide UCC Appeals Board for 2019** – Sandy Styer made a motion to adopt Resolution **2019-10** joining the Countywide UCC Appeals Board for 2019. Jeff Vickers seconded the motion. The motion carried unanimously.

**L – Authorizing Dept. Heads to Expend Funds** – The Supervisors discussed the authorized amount for allowing Department Heads to expend Funds, and all agreed that the amount not to exceed \$1,500.00 was reasonable. Following this discussion, Sandy Styer made a motion to adopt Resolution **2019-11** noting policy for allowing Department Heads to expend Funds. Jeffery Vickers seconded the motion.

**M – Fire Police for 2019** – Paul Whiteman made a motion to adopt Resolution **2019-12** appointing the listed members of the Twin Valley Fire Department as Special Fire Police for 2019. Jack Hess seconded the motion. The motion carried unanimously.

**N – Appointing Elected Auditors for 2019** – Sandy Styer made a motion to adopt Resolution **2019-13** appointing Andrea Vickers, Bryanna Vickers and Jennifer Tennant as Elected Auditors to terms that expire the first day of January 2020. Jeff Vickers seconded the motion. The motion carried unanimously.

**O – Berks County Joint Comprehensive Planning Program for 2019** – Jeffery Vickers made a motion to adopt Resolution **2019-14** authorizing inclusion of our municipality in a Joint Comprehensive Plan Update of the Southern Berks Regional Joint Comprehensive Plan for 2019. Jack Hess seconded motion. The motion carried unanimously.

**P – Delegating Township Administrator As Township Representative for Audits** – Jeffery Vickers made a motion to adopt Resolution **2019-15** delegating Township Administrator as Township Representative for audits. Paul Whiteman seconded motion. The motion carried unanimously.

## **BUSINESS**

The Supervisors requested adding a new agenda item for next year, entitled Performance of Employees, for the Executive Session section. No other business items were discussed.

## **EXECUTIVE SESSION**

The Supervisors recessed into executive session at 6:20 pm to discuss performance of employees. Chairman Styer called the meeting back to order at 6:28 pm summarizing that the executive session was held for personnel matters and to discuss performance. Several actions resulted from the Executive Session:

A. Sandy Styer made a motion to increase the pay for personnel effective the first pay date in January 2019; a 3.75% increase for all Full-Time Uniformed and Non-Uniformed personnel; a 50 cents (\$0.50) per hour increase for all Part-Time Uniformed and Non-Uniformed employees. Jeff Vickers seconded the motion. The motion carried unanimously.

## **SUPERVISORS COMMENTS**

Supervisor Paul Whiteman stated to everyone that he is looking forward to 2019.

**PUBLIC COMMENT**

There was no Public Comment.

**ADJOURNMENT**

Sandy Styer made a motion to adjourn the meeting. Paul Whiteman seconded the motion. The motion carried unanimously, and the meeting adjourned at 8:35 p.m.

Respectfully Submitted,

Joan Bair  
Township Administrator/Secretary