

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES**

**December 14, 2021**

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on December 14, 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 Law, Township Solicitor; Paul Stolz, Chief of Police; Eric McCracken, Great Valley Consultants; Jeffrey Downing, Treasurer (via Zoom); Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary.

**CALL TO ORDER**

Chairperson Sandra Styer called the meeting to order at 7:00 PM.

**EXECUTIVE SESSION ANNOUNCEMENT**

Chairperson Sandra Styer requested an Executive Session. The Board recessed for an executive session at 7:01PM.

Chairperson Styer called the meeting back to order at 7:30PM stating the executive session was for personnel matters.

**COMMENTS FROM THE ASSEMBLY**

Alexandra Franks, 21 Hunters Hill Road, inquired about the animal ordinance that is currently under review for revisions.

Margaret Kanowicz, 81 Willow Glen Road, complained about feral cats on her property. At this time, the Board addressed agenda Business item G pertaining to feral cats complaint. Ms. Deborah Borsi, Willow Glen property owner where feral cats have been seen, participated via zoom to obtain the Board's advice regarding complaints. Chair Styer requested that Chief Stolz contact Ms. Borsi the next business day to provide her with animal control contacts and discuss blighted property concerns.

**CORRESPONDENCE**

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

**Elected Appointed Officials Training – 2021-2022**  
**Enhancing Mobility Innovation Program – Available Funding**  
**Berks County Solid Waste Authority Committee Meeting January 18, 2022**  
**PSATs News Bulletin – November 2021**  
**2021 Adopted PSATS Resolutions**  
**Robeson Township Zoning Map Changes**  
**County of Berks Review Letter for Elverson Borough Draft Transportation Plan**  
**MABA Ballot and Newsletter**

**MINUTES OF THE PREVIOUS MEETING**

- A. Paul Whiteman made a motion to approve the November 9, 2021 meeting minutes. Jeff Vickers seconded the motion. Motion carried unanimously.

**TREASURERS REPORT**

The Supervisors reviewed the Treasurer's report. Sandra Styer made a motion to amend the agenda to include the Treasurer's report for period ending November 30, 2021. Allen Styer seconded the motion. Motion carried unanimously. Additionally, Allen Styer made a motion accept the Treasurers monthly report for the period ending November 30, 2021. Jeff Vickers seconded motion. Motion carried unanimously.

At this time, agenda Business item E, End of Year Transfers was discussed. Treasurer Downing summarized his recommended transfers. Supervisor Whiteman requested that the Carnival amount be corrected as follows: 451.236 Transfer amount of \$17,460.00. Jack Hess made a motion to approve the Treasurer's Year End Transfers to Accrual summary report with the Carnival correction (\$17,460.00). Jeff Vickers seconded motion. Motion carried unanimously.

**EXPENSE LIST**

Jeff Vickers made a motion to pay bills on the December 14, 2021 bill list, amount of \$101,879.00 General Fund; \$4,343.47 Street Light Fund; \$73,345.96 Building Tax Fund; \$25,382.00 Accrual Account. Paul Whiteman seconded the motion. Motion carried unanimously.

**BUSINESS**

A. Chair Styer presented Supervisors Jack Hess and Allen Styer with PSATs Certificates of Service for their years of service as Township Supervisors.

B. Police Department Part-Time Hires Update – Chief Stolz informed the Board about an interview he and the Police Liaisons recently conducted. Chief recommended hiring candidate James Demsko as a Part Time Police Officer. After discussion and introduction of James Demsko, Paul Whiteman made a motion to conditionally hire James Demsko for the position of Part Time Police Officer at a starting rate of \$25.97 per hour, subject to obtaining MPOETC certification. Jeff Vickers seconded motion. Motion carried unanimously.

C. Resolutions for Approval – (1) Paul Whiteman made a motion to approve Resolution 2021-42, Setting the Tax Rates for 2022. Allen Styer seconded motion. Motion carried unanimously; (2) Jeff Vickers made a motion to approve Resolution 2021-43, Adopting the Streetlight Tax Rates for 2022. Jack Hess seconded motion. Motion carried unanimously; (3) Paul Whiteman made a motion to approve Resolution 2021-44, Adopting the Budget for 2022. Allen Styer seconded motion. Motion carried unanimously.

D. Advertisements for Approval – (1) Jack Hess made a motion to approve advertising the 2022 Meeting Dates. Jeff Vickers seconded motion. Motion carried unanimously; (2) Jeff Vickers made a motion to approve advertising the Auditor Appointment. Paul Whiteman seconded motion. Motion carried unanimously.

E. Year End Transfers – This item was addressed under Treasurer's Report section.

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F. Official Complaint Form Received November 16, 2021 – The Board of Supervisors requested that this item be addressed at the Spring Roads Inspection meeting.

G. Official Complaint Form Received December 7, 2021 – This item was addressed at the beginning of meeting during Public Comments section.

H. Sample Fireworks Permit – Tabled at this time, under review.

I. 2022 Fee Schedule (draft) – Draft Fee Schedule was provided to the Board for review.

J. Rescue Funds Expenditures – Solicitor Brown recommended that the purpose of appropriation be noted on Resolution. Paul Whiteman made a motion to approve Resolution 2021-45, Risbon Excavating, LLC expenditure for Chestnut Hill Road stormwater/pipe project. Jeff Vickers seconded motion. Motion carried unanimously.

K. PenTeleData 3 Year Contract – Allen Styer made a motion to approve the Administrator signing the PenTeleData 3 Year Contract for the Friendship Park Cable Internet Connection project. Jack Hess seconded motion. Motion carried unanimously.

L. C.M. High 2022 Contracts – Paul Whiteman made a motion to approve the C.M. High 2022 Traffic Signal Preventative Maintenance Contracts. Jeff Vickers seconded motion. Motion carried unanimously. Discussion took place regarding Twin Valley Road upgrades.

M. 2022 Soccer Club Agreement – Paul Whiteman made a motion to approve the 2022 Soccer Club Agreement. Jeff Vickers seconded motion. Motion carried unanimously. Discussion took place regarding parking conflicts. The Supervisors concurred with the Soccer Club utilizing parking spaces at the John Burdy/Public Works location if needed.

N. 2022 MAA Agreement – Tabled at this time for further review.

O. Conrad Siegel Pension Plan Quote – Paul Whiteman made a motion to authorize acceptance of the presented proposal for both the Police and Non-Uniformed Pension Plans. Jeff Vickers seconded motion. Motion carried unanimously.

P. Twin Valley Youth Football Meeting Room Request – Paul Whiteman made a motion to approve the Twin Valley Youth Football meeting room request, for a cleaning fee of \$50.00 per use. Jack Hess seconded motion. Motion carried unanimously.

Q. Fish and Boat Commission Training Event – Paul Whiteman made a motion to approve the Social Hall request for the Fish and Boat Commission Training Event at a rate of \$150.00. Jeff Vickers seconded motion. Motion carried unanimously.

R. Land Development Plans Update – (1) Apartments on Main: No update; (2) Morgantown Affiliates: Engineer McCracken explained that a proposed plan is under review. The Board requested that a draft zoning violation be prepared; (3) Wexford Court: Engineer McCracken explained that a violation letter is being written for this project; (4) XTL Grant: Solicitor Brown explained that the developer informed him that project quotes are in process.

S. Sunoco/Pipeline Agreement – Paul Whiteman made a motion to approve the presented Sunoco/Pipeline Agreement. Jeff Vickers seconded motion. Motion carried unanimously.

T. Tree Work Update – (1) Open Space Survey was completed, Road Foreman McGowan explained that he will follow up on survey results/boundaries; (2) Road Foreman McGowan informed the Board that the tree located in the open space area at 20 Pennwood Drive does not pose a problem for local utility pipes.

At this time, the Maintenance Report agenda item for 39 Morgan Spring Drive was discussed. Chair Styer requested quotes for damaged fence.

U. Vehicle Take Home Policy – Solicitor Brown will prepare a draft for discussion at next meeting.

V. Current Ordinances Under Review – (1) SALDO Revisions Ordinance will be ready for the Board’s review at next meeting; (2) Keeping of Animals Ordinance No. 210 was tabled at this time, will be reviewed at next meeting; (3) Park Rules Ordinance No. 188 is under review; (4) Nuisance Ordinance No. 30 is under review. The Board discussed feral cats complaints and recommend an amendment be considered to address the harboring of feral cats.

W. Stormwater/Driveway Pipes – (1) Engineer McCracken had no updates to report for the North Twin Valley Road drainage matter; (2) 91 Rock Ridge Swale work is in process, to be scheduled; (3) 371 Swamp Road driveway is scheduled for a second hearing on January 4, 2022. Solicitor Brown’s firm will represent the Township; (4) 91 Broad Ax Pass stormwater matter was discussed. Engineer McCracken recommends addressing maintenance of local swale. Supervisor Whiteman expressed concerns about the location of the property owner’s shed which could be posing stormwater issues; (5) Shiloh & California Road swale was discussed. Engineer McCracken explained that the Landfill will be contacted regarding improvements.

X. Engineer Eric McCracken gave an overview of the Thousand Oaks Bridge and repairs needed. No action taken at this time.

Y. Morgantown Sign Installation – Road Foreman McGowan is researching options.

## **TOWNSHIP REPORTS**

A. Township Administrator –

(1) A copy of Appointed Positions list was provided for the Board’s review;

(2) Paul Whiteman made a motion to approve printing new bank forms to include same access and privileges for all bank accounts for both the Treasurer and Assistant Treasurer. Jack Hess seconded the motion. Motion carried unanimously;

(3) Paul Whiteman made a motion to approve Quickbooks and Payroll setup services with Stone House Tax, Business and Municipal Accounting for a one-time setup fee of \$3,800.00, and \$119.00 monthly recurring server/file management fee. Jack Hess seconded motion. Motion carried unanimously;

(4) Message Trailer Board arrived, Chief is working on ordering decals. Training is scheduled for January 10, 2022;

(5) Twin Valley interns update was provided;

(6) Liquid Fuels audit in process.

B. Carnival/Anniversary – No updates at this time.

C. Maintenance Report –

(1) Monthly Maintenance report was reviewed;

(2) Road Foreman McGowan informed the Board about an available Freightliner at EM Kutz. The Board requested financing options for consideration at next meeting. After discussion, Jeff Vickers made a motion to approve a down payment in the amount \$10,000.00 to secure the EM Kutz Freightliner, contingent upon receiving a price quote. Paul Whiteman seconded motion. Motion carried unanimously;

(3) Solicitor Brown informed the Board that a meeting will take place next week to discuss next steps regarding Plumwood/Mountain View County Line matter;

(4) 39 Morgan Springs Drive tree damage was addressed earlier during meeting;

At this time, Supervisor Whiteman discussed tree disposal options and requested that Road Foreman McGowan contact the Landfill for assistance.

Road Foreman McGowan informed the Board about illegal dumping that required cleanup assistance by the Landfill.

D. SEO Report – Monthly report reviewed.

E. Library Report – Monthly report reviewed.

F. Tax Collector Report – Monthly report reviewed.

G. Police Department –

(1) Monthly Report reviewed. Chief shared his concerns about traffic signal needs for Casino traffic. Engineer McCracken will research PennDot's requirements for traffic count studies;

(2) Chief informed the Board about recent issues with the Township Building Fire Alarm System. The Board requested vendor monitoring prices/quotes;

(3) Policies and Procedures – No updates at this time;

(4) No Parking Ordinance – No updates at this time.

H. Zoning/Code Enforcement Officer – (1) Monthly zoning/code report reviewed; (2) Engineer McCracken informed the Board that a portion of the Brittany Blvd property was mowed. A hearing date has not been scheduled for the issued violation; (3) Hertzler Dr. driveway matter was not appealed. The Board requested that a second violation be issued; (4) Valley Ponds basin contracted work is in process.

At this time, Engineer McCracken informed the Board about final inspections for the Casino.

I. EMS report - No report.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation – (1) The Board was provided a cost breakdown for park cameras; (2) Santa Letters display was discussed and the community has had a positive

response; (3) No minutes for review; (4) Jeff Vickers made a motion to amend the agenda to add Parks and Recreation resignation, a matter that is de minimus. Allen Styer seconded motion. Motion carried unanimously. Additionally, Jeff Vickers made a motion to accept the resignation of Parks and Recreation Committee member Michelle Raymond. Allen Styer seconded motion. Motion carried unanimously.

L. Planning Commission Minutes – Draft minutes reviewed.

M. Water/Sewer Reports – (a) Minutes were reviewed; (b) A letter regarding new Authority Board Chairman was discussed.

N. Engineer’s Report – Monthly report reviewed.

O. Solicitor’s Report – Monthly report reviewed. Solicitor Brown shared well wishes to Supervisors Jack Hess and Allen Styer.

### **EXECUTIVE SESSION**

No Executive Session needed at this time.

### **SUPERVISORS COMMENTS**

Supervisor Jack Hess had well wishes to all and stated it was a pleasure to serve as a Board Member.

Supervisor Jeff Vickers wished everyone a Merry Christmas.

Supervisor Paul Whiteman thanked Supervisors Jack Hess and Allen Styer for their service to the Township as Board Members.

Supervisor Allen Styer wished everyone a Merry Christmas and Happy New Year.

Chair Styer wished everyone a Merry Christmas.

### **ADJOURN**

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

Respectfully Submitted,

JOAN A. BAIR  
Administrator/Secretary