

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 3, 2022**

The Caernarvon Township Board of Supervisors held a Public Reorganization Meeting on January 3, 2022 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, and via Zoom, pursuant to notice and according to law.

ATTENDING OFFICIALS

Sandra Styer, Supervisor; Paul L. Whiteman, Jr., Supervisor; Jeffrey Vickers, Supervisor; Paul Whiteman, Sr., Supervisor; Keith Fritz, Supervisor; Eric Brown, Siana Law, Solicitor; Paul Stolz, Chief; Keith McGowan, Maintenance Foreman; Joan A. Bair, Township Administrator/Secretary.

CALL TO ORDER

Sandra Styer called the meeting to order at 6:30 p.m. This was followed by the Pledge of Allegiance.

REORGANIZATION

A – Board Reorganization

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

Chairman – Paul Whiteman, Jr. nominated Sandy Styer for the position of Chairperson for 2022. Paul Whiteman, Sr. seconded the nomination. There were no other nominations. The motion carried unanimously, 5-0.

Vice-Chairman – Paul Whiteman, Sr. made a motion to nominate Paul Whiteman, Jr. as Vice-Chairman for 2022. Jeff Vickers seconded the nomination. The motion carried unanimously, 5-0.

Meeting was turned back to Chairperson, Sandy Styer.

EXECUTIVE SESSION

The Supervisors recessed into an executive session at 6:32PM to discuss personnel matters. Chair Styer called the meeting back to order at 6:42PM. Paul Whiteman, Jr. made a motion to accept the Treasurer's resignation effective December 31, 2021. Keith Fritz seconded the motion. Motion carried unanimously. Supervisor Whiteman asked that a certificate of appreciation be presented to the Treasurer.

B – Police Pension Resolution – Paul Whiteman made a motion to adopt Resolution **2022-01** that sets the member contributions to the Police Pension Fund at 5% of their compensation. Keith Fritz seconded the motion. The motion carried unanimously.

C – Reenacting Real Estate Transfer Tax Resolution – Jeff Vickers made a motion to adopt Resolution **2022-02** to set the Real Estate Transfer Tax at the same tax imposed by Ordinance #236, with no substantial change for 2022, and that the Recorder of Deeds Office, Berks County Services Center, Reading, 19601, is hereby re-appointed collector of this tax. Paul Whiteman, Jr. seconded the motion. The motion carried unanimously.

D – Fee Schedule Resolution –The Supervisors reviewed and discussed the 2022 Fee Schedule. Jeff Vickers made a motion to adopt Resolution **2022-03** to accept the 2022 Fee Schedule as presented. Keith Fritz seconded the motion. The motion carried unanimously.

E – Re-Appointing Board Members Resolution – Chairperson Sandy Styer listed the Reappointed Board Members noted on Resolution No. 2022-04. Paul Whiteman, Sr. made a motion to adopt Resolution **2022-04** to Appoint and Re-appoint Board Members as presented. Jeff Vickers seconded the motion. The motion carried unanimously.

F – “One-Year” Appointments – At this time Diana Patton, Stonehouse TBMA, joined the meeting via telephone to give the Supervisors an update on Quickbooks billing and payroll process. Ms. Patton explained that the next step is ordering checks for applicable accounts. After discussion, the Supervisors nominated the “One-Year” Appointments as follows:

1. Siana Law as Legal Counsel;
2. Keith Fritz as Police Liaison;
3. Paul Whiteman, Sr. as Police Assistant Liaison;
4. Sandra Styer as Non-Uniformed Liaison;
5. Keith Fritz as Assistant Non-Uniformed Liaison;
6. Sandra Styer as Uniformed and Non-Uniformed Timecards Reviewer;
7. Paul Whiteman, Jr. as Emergency Management Coordinator;
8. Keith Fritz as Assistant Emergency Management Coordinator;
9. Colt Grazioli as Assistant Emergency Management Coordinator;
10. Paul Whiteman, Jr. as Roadmaster;
11. Jeff Vickers as Assistant Roadmaster;
12. Keith McGowan as Road Foreman;
13. Paul Whiteman, Jr. as Parks and Recreation Liaison
14. Fire Marshal (Inspections) as Technicon II, Inc.
15. Fire Marshal (Permits) as Keith J. Romig
16. Emergency Services Liaison as Paul Whiteman Jr.
17. Twin Valley Fire Department Voting Liaison as Paul Whiteman, Jr.
18. Earned Income Tax Collector as Keystone Collections Group (CCTA Committee)
19. Local Services Tax Collector as Keystone Collections Group (CCTA Committee)
20. Delinquent Real Estate Tax Collection as Berks Tax Claim Bureau
21. Vacancy Board Chairman as Jere Brady

22. Village Library Liaison as Joan Bair
23. Township Treasurer as Diana Patton, Stonehouse TBMA LLC
24. Township Assistant Treasurer as Joan Bair
25. Township Administrator as Joan Bair
26. Township Secretary as Joan Bair
27. Open Records Officer as Joan Bair
28. Township Depository as Ephrata National Bank
29. Township Engineer as Kraft Engineering
30. Township Planner as Kraft Engineering
31. Township Floodplain Administrator as Joan Bair
32. Plumbing Inspector as Technicon II, Inc.
33. Mechanical Inspector as Technicon II, Inc.
34. Electrical Inspector as Technicon II, Inc.
35. Zoning Officer as Terry Naugle Great Valley Consultants
36. Code Enforcement & Building Inspections as Frank Pomrunk Great Valley Consultants

After discussions, Keith Fritz made a motion to accept the Board's agreement of nominations and modifications made, and to adopt Resolution **2022-05** to appoint the persons, and firms as nominated, and further amended on the list of "One-Year" Appointments to their positions for 2022. Paul Whiteman, Sr. seconded the motion. There being no further amending motions to the Resolution, Resolution **2022-05** was adopted in its amended version. Motion passed unanimously.

G – Mileage Rate – Keith Fritz made a motion to adopt Resolution **2022-06** to set the mileage rate paid by the Township to \$0.58.5 per mile to coincide with the approved IRS mileage rate. Paul Whiteman, Jr. seconded the motion. The motion carried unanimously.

H – Re-Appointing Delegates to the Tax Collection Committee (TCC) – Paul Whiteman, Jr. made a motion to adopt Resolution **2022-07** to appoint Diana Patton, Stonehouse TBMA LLC as the Delegate, and Joan Bair as the Alternate Delegate to the TCC for 2022. Jeff Vickers seconded the motion. The motion carried unanimously.

I – Re-Appointing PSATS as CDL and Non-CDL Testing Agency – Paul Whiteman, Jr. made a motion to adopt Resolution **2022-08** appointing PSATS as the CDL and Non-CDL Drug Testing Agency for 2022. Jeff Vickers seconded the motion. The motion carried unanimously.

J – Joining the Countywide UCC Appeals Board for 2022 – Jeff Vickers made a motion to adopt Resolution **2022-09** joining the Countywide UCC Appeals Board for 2022. Paul Whiteman, Jr. seconded the motion. The motion carried unanimously.

K – Authorizing Dept. Heads to Expend Funds – The Supervisors discussed the authorized amount for allowing Department Heads to expend Funds. Following this discussion, Paul Whiteman, Sr. made a motion to approve Resolution **2022-10** to authorize the Expenditure of Funds by Department Heads not to exceed \$2,000.00. Keith Fritz seconded the motion. Motion carried unanimously.

L – Fire Police for 2022 – Paul Whiteman, Jr. made a motion to adopt Resolution **2022-11** appointing the listed members of the Twin Valley Fire Department as Special Fire Police for 2022. Keith Fritz seconded the motion. The motion carried unanimously.

M – Appointing Elected Auditors for 2022 – Paul Whiteman, Jr. made a motion to approve Resolution **2022-12** appointing elected auditors for 2022. Jeff Vickers seconded the motion. Motion carried unanimously.

N – Delegating Township Administrator As Township Representative for Audits – Paul Whiteman, Jr. made a motion to approve Resolution **2022-13** delegating Township Administrator as Township Representative for audits. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

O – Delegating Township Administrator as PSATs Voting Delegate for 2022 Conference – Jeff Vickers made a motion to approve Resolution **2022-14** appointing Township Administrator as Voting Delegate for the 2022 PSATs Annual Conference. Keith Fritz seconded the motion. Motion carried unanimously.

P – Authorizing Persons Who Do Not Hold Commercial Drivers License to Operate Commercial Motor Vehicles Within the Township for Removing Snow and Ice from Township Roadways – Jeff Vickers made a motion to amend and approve Resolution **2022-15** adding Darryl Romig as an authorized driver to operate a commercial motor vehicle pursuant to this Resolution. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

Q – Rules For The Use of Recording Devices During Public Meetings – Resolution **2022-16** was discussed. The Supervisors tabled this item, to be further discussed at next Regular meeting.

R – Regular and Special Meetings Format – Jeff Vickers made a motion to approve Resolution **2022-17** with revisions to item 1. Keith Fritz seconded the motion. Motion carried unanimously.

S. Employee Wage Increases – The Supervisors discussed pay increases. After discussion, motions were presented as follows:

(1) Paul Whiteman, Sr. made a motion to approve pay rate of \$23.00 per hour for Part-Time CDL employees. Paul Whiteman, Jr. seconded the motion. The vote was 4-0 in favor of approving the pay rate, Supervisor Fritz abstained;

(2) Paul Whiteman, Sr. made a motion to approve pay rate of \$15.00 per hour for Seasonal/Mowing employees. Keith Fritz seconded the motion. Motion carried unanimously;

(3) Jeff Vickers made a motion to approve pay rate of \$20.00 per hour for Non-CDL drivers. Keith Fritz seconded motion. Motion carried unanimously;

(4) Keith Fritz made a motion to approve a .75cent per hour increase for Part-Time Police Officers. Jeff Vickers seconded motion. Motion carried unanimously;

(5) Jeff Vickers made a motion to approve a 4% pay increase for all Full-Time Non-Uniformed employees. Keith Fritz seconded the motion. Motion carried unanimously.

2022 Pay Rates for Part-Time employees are as follows:

- K. Fritz, CDL \$23.00 per hour;
- R. Miller, CDL, \$23.00 per hour;

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- D. Romig, Non-CDL per hour \$20.00 per hour;
- D. Kennedy, Seasonal/Mowing \$15.00 per hour;
- M. Yatsko, P/T Police, per hour \$30.71 per hour;

2022 Pay Rates for Full-Time (non-MPOA) employees are as follows:

- P. Stolz, Chief of Police \$50.00 per hour;
- J. Bair, Township Administrator \$45.67 per hour;
- T. Peifer, Police Admin \$24.94 per hour;
- K. McGowan, Road Foreman \$30.52 per hour;
- T. Hornberger, Maintenance \$28.02 per hour;
- J. Suchomelly, Maintenance \$28.02 per hour;

SUPERVISORS COMMENTS

Supervisor Paul Whiteman, Jr. informed the Board that Carnival Contract proposal will be presented at the next Regular meeting.

ADJOURNMENT

Paul Whiteman, Sr. made a motion to adjourn meeting. Paul Whiteman, Jr. seconded motion. Motion carried unanimously. Meeting adjourned at 7:50PM.

Respectfully Submitted,

Joan Bair
Township Administrator/Secretary