

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

**January 11, 2022**

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on January 11, 2022 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, Jr., Supervisor; Keith Fritz, Supervisor; Paul Whiteman, Sr., Supervisor; Jeff Vickers, Supervisor; Eric Brown, Siana Law, Township Solicitor (via Zoom); Paul Stolz, Chief of Police; Scott Anderson, Kraft Engineering; Diana Patton, 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.

**COMMENTS FROM THE ASSEMBLY**

Alexandra Franks, 21 Hunters Hill Drive, informed the Board about the Feral Cat Program Trap-Neuter-Return (TNR).

**CORRESPONDENCE**

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

**PSATs News Bulletin – December 2021  
PSATs 2022 Conference Registration  
Statement of Financial Interests Forms**

**MINUTES OF THE PREVIOUS MEETING**

- A. Paul Whiteman, Jr., made a motion to approve the December 14, 2021 meeting minutes. Jeff Vickers seconded the motion. Motion carried unanimously.

**TREASURERS REPORT**

1. The Supervisors reviewed the Treasurer's report. Jeff Vickers made a motion to amend the agenda to include the Treasurer's report for period ending December 31, 2021. Keith Fritz seconded the motion. Motion carried unanimously. Additionally, Keith Fritz made a motion accept the Treasurers monthly report for the period ending December 31, 2021. Jeff Vickers seconded motion. Motion carried unanimously. The Board requested sample reports from the Treasurer for their next regular meeting.
2. ARPA Funds: (a) Paul Whiteman, Jr., made a motion to approve a new checking account for the ARPA (rescue) funds. Jeff Vickers seconded the motion. Motion carried unanimously; (b) Treasurer Diana Patton informed the Board about the final ruling for spending ARPA funds which provides new flexibility for use of funds.
3. 2022 Freightliner Financing Options – Treasurer Diana Patton reviewed the financing options and discussed the advantages of a lease purchase. No action taken at this time

for the financing decision. Road Foreman McGowan explained that the 2022 Freightliner financing options are locked in rates.

### **EXPENSE LIST**

Paul Whiteman made a motion to pay bills on the January 11, 2022 bill list, amount of \$75,457.44 General Fund; \$4,612.97 Street Light Fund; \$340.40 Building Tax Fund; \$3,683.53 Accrual Account. Keith Fritz seconded the motion. Motion carried unanimously. Additionally, Jeff Vickers made a motion to approve the transfer amount of \$75,457.44 from the Accrual Account to the General Fund to pay bills. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

At this time, Michelle Raymond, Lenape Drive, inquired about Treasurer's resignation.

### **BUSINESS**

A. Chair Styer signed a Certificate of Service for John H. Griesemer Jr. Accounting Services in recognition of their dedication to the Township.

B. Part-Time Police Department Clerk – Paul Whiteman, Jr., made a motion to approve up to 15 hours per week for William West at the pay rate of \$ per hour for Police Department clerk duties. Paul Whiteman, Sr., seconded the motion. Motion carried 4-1, Sandy Styer opposed. Patty Brann, 51 Trappers Run, inquired about the Casino's contribution towards police staffing needs.

C. Kraft Engineering Engagement Letter – Keith Fritz made a motion to approve the Kraft Engineering Engagement Letter. Paul Whiteman, Jr., seconded the motion. Motion carried unanimously.

#### **D. Resolutions for Approval:**

(1) 2022-16, Recording Devices – This Resolution was tabled for further review, and will be revisited next meeting;

(2) 2022-18, Enact a Curative Amendment to the Zoning Ordinance – Jeff Vickers made a motion to approve Resolution No. 2022-18. Keith Fritz seconded the motion. Motion carried unanimously;

(3) 2022-19, ARPA Premium Pay – The Board discussed part-time and full-time premium pay amounts for qualified employees, and requested that this item be added to the next Board meeting agenda.

E. Paul Whiteman, Jr., made a motion to approve the appointment of Paul W. McEwen III to the Authority (Water) Board. Jeff Vickers seconded the motion. Motion carried unanimously.

F. Vehicle Take Home Policy – Paul Whiteman, Jr., made a motion to approve the Vehicle Take Home Policy with changes to item #10. Jeff Vickers seconded the motion. Motion carried unanimously.

G. MAA Agreement for Review – The Board asked that the suggestions be forwarded to Road Foreman McGowan for review;

H. Authorize Annual Increase in Required Financial Security Posted By Developers – Solicitor Eric Brown explained that upon approval of this authorization, the Township Engineer can begin review of active Land Development Plans to determine if a Financial Security increase is required. Paul Whiteman, Jr., made a motion to approve the authorization of increasing required Financial Security posted by Developers, per MPC. Keith Fritz seconded the motion. Motion carried unanimously.

I. Land Development Plans -

(1) Mr. Margusity (Wexford Court) updated the Board, via Zoom, regarding the following construction improvements: Erosion mediation work was completed, seeding will be done in the Spring, and street light equipment is ready. Zoning Officer Terry Naugle explained to Mr. Margusity that for safety reasons and per the approved land development plan, a chain link fence for the rock wall location is a required site improvement item. The Board requested that the appropriate zoning violation be issued for the incorrect fencing that was installed;

(2) Morgantown Affiliates – No land development plans for the parking lot work were submitted, Zoning Officer Naugle informed the Board that a civil complaint has been filed;

(3) XTL – No update. Supervisor Whiteman requested that a land development timeline plan be submitted to the Board;

(4) Apartments on Main – Zoning Officer Naugle explained that to date plans have not been recorded.

J. Tree Work –

(1) Paul Whiteman, Jr. made a motion to approve the David Sparr Jr. Tree Service work for the Library, total amount of \$3,000.00. Jeff Vickers seconded the motion. Motion carried unanimously. Additionally, Paul Whiteman Jr. made a motion to approve the David Sparr Jr. Tree Service work for Swamp Road, amount not to exceed \$1500.00. Keith Fritz seconded the motion. Motion carried unanimously;

(2) Road Foreman McGowan informed the Board that the Pennwood Open Space survey has been completed and is ready for review. There are several items placed in the Right of Way that could eventually pose safety hazards;

(3) Road Foreman McGowan informed the Board that the tree located at 20 Pennwood Drive does not require removal at this time.

K. SALDO Ordinance Amendment -

**PUBLIC HEARING**

Solicitor Eric Brown called the Public Hearing to order at 8:26PM EDT for the purpose of obtaining the Board's approval for the adoption of a SALDO Ordinance Amendment to amend Section 302, Distribution of Plans and Supplementary Forms and Data, of Ordinance No. 108. Solicitor Brown explained that advertising requirements have been met. The Board requested that submission of an electronic copy of plan be required for all Sections. No public comments were received. Having no further comments, Solicitor Brown closed the hearing at 8:28PM EDT.

Jeff Vickers made a motion to enact the SALDO Ordinance Amendment with changes. Keith Fritz seconded the motion. Motion carried unanimously.

L. Ordinances Under Review – (1) No. 210 Keeping of Animals is currently under review; (2) No. 188 Park Rules is currently under review and will be forwarded to Parks and Recreation Committee for review; No. 30 Nuisance is currently under review. The Feral Cat topic was discussed earlier during this meeting;

M. Public Works – (1) Honey Brook Township Road Maintenance Agreement – Solicitor Brown summarized draft agreement. No action taken to allow time to review the agreement; (2) Resolution 2022-15, authorizing Non-CDL drivers to operate commercial motor vehicles was discussed. Supervisor Paul Whiteman, Sr. discussed liability concerns and recommended that procedures be established to include a written exam requirement for approved drivers.

N. Stormwater/Driveway Pipe Items – Zoning Officer Terry Naugle explained that he will be meeting with the Township Engineer to review stormwater items 1, 3, 4 and 5. Zoning Officer Naugle informed the Board that the hearing for 371 Swamp Road has been postponed until February 15, 2022. Patty Brann, 51 Trappers Run, inquired about timbering that has occurred in the area of Settler’s Trail. The Zoning Officer will follow up.

O. Sunoco Agreement – Solicitor Brown explained that the agreement has been filed with the Pennsylvania Public Utility Commission (PUC).

P. Thousand Oaks Bridge Inspection Report – Further review by the Township Engineer needed for this item.

Q. Eagle Scout Project – The Supervisors discussed the proposed Eagle Scout Project for a food pantry and requested Township Administrator contact the organization for an invitation to a future Board meeting to discuss proposal.

R. Morgantown Sign Installation – No update at this time.

## **TOWNSHIP REPORTS**

A. Township Administrator –

- (1) Liquid Fuels audit and MS-965 documents were provided to the Board;
- (2) Conrad Siegel Pension forms are forthcoming;
- (3) No update for fire alarm system estimates.

B. Carnival/Anniversary – Supervisor Paul Whiteman, Jr. informed the Board about amusement company option for the 2022 carnival. Discussion took place regarding the Tons of Fun contract terms. After discussion, Paul Whiteman, Sr., made a motion to approve signed contract with Tons of Fun. Jeff Vickers seconded the motion. Motion carried unanimously.

Supervisor Paul Whiteman, Jr. announced carnival dates June 14 through June 18, 2022, and requested approval for a deposit check to secure the AC/DC tribute band Frank Kielb Entertainment for Friday, June 17, 2022. Paul Whiteman, Sr. made a motion to approve deposit request in the amount of \$2,000.00 made payable to Frank Kielb Entertainment, Inc. Keith Fritz seconded the motion. Motion carried unanimously.

C. Maintenance Report –

(1) Monthly Maintenance report was reviewed. Supervisor Whiteman requested approval to allow Road Foreman McGowan to take home a Public Works vehicle when the need arises for emergency or inclement weather conditions. The Board concurred and requested written acknowledgement of the policy.

Road Foreman McGowan informed the Board about forthcoming invoice for electrical work completed by Haller Enterprises.

(2) 2022 GM Truck Delivery – No update at this time.

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 Stolz summarized monthly activities. Patty Brann, 51 Trappers Run, inquired about report statistics. Michelle Raymond, Lenape Drive, asked about traffic concerns at the Casino's main entrance. Chief reported that at this time there are no traffic issues. Ron Shaffer, 4579 N. Twin Valley Road, inquired about towing company applicants.

Chief discussed the Route 10 intersection traffic concerns, and asked for the Board's approval to obtain traffic safety recommendations from LTAP (Local Technical Assistance Program) and also apply for a traffic safety grant. Jeff Vickers made a motion to authorize Chief Stolz to contact LTAP and also acquire traffic safety grant to address the Route 10 intersection traffic concerns. Keith Fritz seconded the motion. Motion carried unanimously.

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

(4) No Parking Ordinance – Chief will be meeting with Road Foreman McGowan and Township Engineer Scott Anderson to discuss proposed updates. Supervisor Whiteman asked about snow event parking issues. Chief reported that there were no major parking issues.

H. Zoning/Code Enforcement Officer – (1) Monthly zoning/code report reviewed; (2) Court date for the Brittany Blvd weeds matter has not been scheduled yet, and the JAAMR parcel was mowed; (3) A second violation notice was issued for Hertzler Dr. driveway matter; (4) Valley Ponds basin/swale maintenance work continues; (5) Zoning Officer Terry Naugle is working with Engineer Anderson regarding the Morgantown Garage Parking Lot plan. Supervisor Paul Whiteman, Jr. requested Zoning Officer to keep up with zoning matters.

I. EMS report - (1) No monthly report; (2) The Board was informed about an upcoming EMS meeting.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation – (1) Friendship Park internet installation is in process.

L. Planning Commission Minutes – Draft minutes reviewed.

M. Water/Sewer Reports – (1) Water Authority minutes were reviewed; (2) No Sewer Authority reports provided.

N. Engineer’s Report – Monthly report reviewed. The Supervisors welcomed Scott Anderson, Township Engineer. Engineer Anderson informed the Board that he will be meeting with Zoning Officer Terry Naugle to discuss the Morgantown Road Commercial Plan submission. Supervisor Paul Whiteman, Jr. requested that Engineer Anderson meet with Road Foreman McGowan to get road work updates.

O. Solicitor’s Report – Monthly report reviewed. Solicitor Brown updated the Board on the new ruling for ARPA funds.

**EXECUTIVE SESSION**

No Executive Session needed at this time.

**SUPERVISORS COMMENTS**

Paul Whiteman, Sr. informed the Board that he will be meeting with Berk Homes to review their proposal.

**ADJOURN**

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously. The meeting adjourned at 9:24PM.

Respectfully Submitted,

JOAN A. BAIR  
Administrator/Secretary