

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

March 8, 2022

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on March 8, 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. (joined late via Zoom), Supervisor; Keith Fritz, Supervisor; Paul Whiteman, Sr., Supervisor; Eric Brown, Siana Law, Township Solicitor (arrived shortly after meeting started); Paul Stolz, Chief of Police; Scott Anderson, Kraft Engineering; Diana Patton, Treasurer (via Zoom); Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary. Absent Member: Jeff Vickers, Supervisor.

CALL TO ORDER

Chairperson Sandra Styer called the meeting to order at 7:00PM EDT. He indicated that hearing was for the purpose of discussing and adopting a

COMMENTS FROM THE ASSEMBLY

Allen Styer, Chestnut Hill Road, supports the Board hiring a planning consultant, and shared the estimated cost per school student for proposed Berks Homes concept plan.

Terry Robinson, Airport Tenant, shared his concerns regarding the Berks Homes design concept and plans.

Patti Brann, Trappers Run resident, shared her concerns about the current/potential airport property buyers and their proposed plans which could have an adverse effect on the community.

ZONING PUBLIC HEARING

Solicitor Eric Brown called the Public Hearing to order at 7:08PM EDT. He indicated that the hearing was for the purpose of discussing and adopting an amendment to the Township's Zoning Ordinance, Section 579.D, to establish the maximum building height of forty-five (45) feet in the IOP district, and, further, to amend Section 529.B. to remove "Planned Residential Airpark Development" as a permitted use. Solicitor Brown also explained that advertising requirements were met, advertising dates were February 22, 2022 and March 1, 2022. After discussions, the public was invited to provide comments. After having no comments, Solicitor Brown closed the hearing at 7:10PM.

Paul Whiteman, Sr. made a motion to approve the amendment for Zoning Ordinance Section 579.D, to establish the maximum building height of 45 feet in the IOP district, and Section 529.B to remove "Planned Residential Airpark Development" as a permitted use. Keith Fritz seconded the motion. Motion carried unanimously, 3-0.

CORRESPONDENCE

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

**Ethics Act Form Due May 1 (reminder)
New Morgan Pipeline – Notice of Termination Approval Letter
Notice of Liquid Fuels Payment
Notice of Turnback Payment**

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Sr., made a motion to approve the February 8, 2022 Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously, 3-0.
- B. Paul Whiteman, Sr., made a motion to approve the February 15, 2022 Special Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously, 3-0.
- C. Paul Whiteman, Sr. made a motion to approve the February 22, 2022 Regular Workshop Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously, 3-0.

TREASURERS REPORT

- 1. The Supervisors reviewed the March 8, 2022 Treasurer's report. Keith Fritz made a motion to accept the Treasurer's report. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 3-0. Chair Styer requested options for credit card transactions for the upcoming carnival.
- 2. (a) Keith Fritz made a motion to ratify the March 2, 2022 General Fund transfer amount of \$50,000.00 to cover payroll expenses. Paul Whiteman Sr. seconded the motion. Motion carried unanimously, 3-0; (b) Keith Fritz made a motion to approve transferring \$10,000.00 from General Savings to cover bills. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

EXPENSE LIST

Keith Fritz made a motion to pay bills on the March 8, 2022 bill list, amount of \$148,286.05 General Fund; \$4,379.98 Street Light Fund; \$24,876.24 Accrual Account. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 3-0.

BUSINESS

- A. Resolution 2022-16, Attending a Public Meeting to Record Proceedings – No action taken, to be discussed at next meeting.
- B. Fire Alarm System Monitoring Services – (1) Current vendor's retirement notice was received; (2) New vendor contract is under review.
- C. Rescue Funds – (1) Premium Pay to be processed for the next pay date; (2a) Donation considerations was discussed. Chair Styer requested that a letter be sent to EMS requesting a list of COVID expenses incurred, to determine eligibility for financial assistance.
- D. 2022 Street Work – Engineer Anderson explained that he is currently working with Road Foreman McGowan to develop a road work proposal for advertising;

E. Personnel Manual Updates: (1) Keith Fritz made a motion to approve the updated Township Secretary/Administrator job description. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 3-0; (2) Paul Whiteman, Sr. made a motion to approve the updated Township Administrative Assistant job description. Keith Fritz seconded the motion. Motion carried unanimously, 3-0.

F. Land Development Plans – (1) XTL Extension – The Board acknowledged the project time extension until September 30, 2022; (2) Engineer Anderson discussed the Morgantown Affiliates project, and explained that stormwater plans are needed; (3) Wexford Court – A financial security adjustment notice was sent to the Developer, response due date of March 18, 2022; (4) Apartments on Main – No update; (5) Proposed Popeye’s/Wendy’s – Township Engineer’s review letter is forthcoming for Planning Commission’s review.

G. 91 Rock Ridge Easement Construction - Engineer Anderson discussed Right of Way work to be performed. Mr. Brian Metz, 120 Rock Ridge, inquired about plans and discussed his concerns about erosion occurring at his location. Chair Styer requested that the Township Engineer provide Mr. Metz a copy of proposed Township Right of Way construction plans.

H. Tree Work – No updates.

I. Ordinances for Review -

(1) No. 30 Repealed – Supervisor Paul Whiteman Sr. suggested a weeds Ordinance be drafted to address unkempt lawns. Solicitor Brown discussed the international property code requirements and will forward a sample Ordinance for the Board’s review;

(2) No. 188 Park Rules – Currently under review;

J. Stormwater/Driveway Pipes Updates – (1) North Twin Valley Road drainage matter is under review, Township Engineer Anderson will follow up with GVC and provide an update at next meeting; (2) 371 Swamp Road hearing is scheduled for March 22, 2022; (3) 91 Broad Ax Pass Complaint has been addressed; (4) Shiloh & California Road matter is still under review; (5) Settlers Trail Detention Pond matter is under review, and a notification letter has been sent to the property owner.

K. Sunoco Road Agreement – Approved and payment is forthcoming.

L. Thousand Oaks Bridge Inspection Report – Keith Fritz made a motion to approve Public Works conducting the recommended repairs to the Thousand Oaks Bridge, amount not to exceed \$10,000.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 3-0.

M. Friendship Park Cameras and Lighting Poles – Supervisor Paul Whiteman, Jr. explained that a vendor has offered to donate used light poles for the project. The Board requested a revised quote with the option of installing donated poles.

N. Keith Fritz made a motion to approve the Carnival Fire Police Request for June 14-18, 2022. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

O. Morgantown Sign Installation – No update.

OTHER BUSINESS

3011 Best Road plans ready for signature.

TOWNSHIP REPORTS

A. Township Administrator –

(1) Computer quotes were reviewed. Keith Fritz made a motion to approve the Microsoft Surface quote. Paul Whiteman Sr. seconded the motion. Motion carried unanimously, 4-0;

(2) Property Insurance forms were reviewed;

(3) 2021 Township Audit in process, no updates.

B. Carnival – (1) Supervisor Paul Whiteman, Jr. informed the Board that donations are coming in for the carnival; (2) Keith Fritz made a motion to approve advertising the following updated June meeting dates: Board of Supervisors Regular Meeting Monday, June 13, 2022 (versus June 14th) and Planning Commission Tuesday, June 21, 2022 (versus June 13, 2022). Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

C. Maintenance Report –

(1) Monthly Maintenance report was reviewed. Road Foreman McGowan informed the Board about the upcoming Freightliner delivery date;

(2) Keith Fritz made a motion to approve the dump body paint job on Truck 2. Paul Whiteman Sr. seconded the motion. Motion carried unanimously, 4-0;

(3) Modern Group Chipper quote was reviewed;

(4) Road Foreman McGowan informed the Board that the 2022 GM Truck is currently at EM Kutz for upfit;

(5) Paul Whiteman, Sr. made a motion to approve posting Truck 5 on Municibid, reserve amount of \$3,000.00. Keith Fritz seconded the motion. Motion carried unanimously, 4-0;

(6) Morgantown Road/Shiloh Guiderail – Chief discussed recent guiderail damage incident. Engineer Anderson will reach out to PennDot to discuss traffic study options;

(7) Road Foreman McGowan reported tree work that caused damage to a mail box. McGowan also informed the Board that street sweeping operations will take place some time in May.

D. SEO Report – Monthly report reviewed.

E. Library Report – Monthly report reviewed.

F. Tax Collector Report – Monthly reports reviewed.

G. Police Department –

(1) Monthly Report reviewed. Chief Stolz summarized the monthly report and informed the Board about a Berks County grant that was awarded to the Police Department for purchasing vehicle equipment. Patti Brann, Trappers Run, inquired about casino arrests;

(2) Full Time Officer – no discussion at this time;

(3) 2003 Chevrolet Tahoe – Chief suggested repurposing Tahoe as his assigned vehicle.

H. Zoning/Code Enforcement Officer – (1) Monthly Zoning/Code report reviewed; (2) Hertzler Dr. driveway matter – no updates; (3) Valley Ponds basin/swale work – no update; (4) Morgantown Garage Parking Lot plan – no update.

I. EMS report - Monthly reports reviewed. Supervisor Paul Whiteman, Jr. summarized the EMS donation request letter. Chair Styer requested that Township Administrator Bair send a letter to EMS requesting a list of COVID mitigation expenses incurred, and a requested dollar amount for financial assistance.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation – (1) no minutes for review; (2) January Request List was discussed. Chair Styer explained that reimbursements for event supplies can be approved for payment by the Parks and Rec Committee. Facility Rental Agreements was discussed, payment information will be added to calendars. Paul Whiteman, Jr. discussed MAA agreement needs for next year. Road Foreman McGowan discussed upgrades to ball field restrooms.

L. Planning Commission Minutes – No meeting in February.

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

N. Engineer's Report – Monthly report reviewed. Engineer Anderson informed the Board about upcoming building changes for the Hillside Custom Machining project, and upcoming work for the XTL project scheduled for June timeframe. Engineer Anderson also informed the Board about a violation notice that was sent to 2 Hidden Court addressing detention pond maintenance.

O. Solicitor's Report – Monthly report reviewed. Solicitor Brown requested an executive session to discuss legal matters.

EXECUTIVE SESSION

The Board recessed for an executive session at 8:52PM. The Board reconvened at 9:24PM. Chair Styer called the meeting back to order.

Keith Fritz made a motion to approve hiring new Full Time Police Officer Callan Cress, at the 80% contractual rate of \$33.76, subject to background checks, MPOETC requirements and

one year probation period. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

Michelle Raymond, Lenape Drive, inquired about purpose of Executive Session. Solicitor Brown explained that the Executive Session was for discussing personnel and legal matters.

SUPERVISORS COMMENTS

No comments.

Chief Stolz introduced attending Twin Valley High School interns.

ADJOURN

Paul Whiteman, Sr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously, 4-0. The meeting adjourned at 9:28PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary