

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

April 12, 2022

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on April 12, 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; Jeffrey Vickers, Supervisor; Keith Fritz, Supervisor; Paul Whiteman, Sr., Supervisor; Mike Crotty, Siana Law; 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 7:00PM EDT.

COMMENTS FROM THE ASSEMBLY

No Comments.

CORRESPONDENCE

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

**Service Electric Rate Adjustments
PA Liquor Control Board License Filed
PA DEP Letter – Lyme Disease Reminder
PA DEP Letter – Draft Environmental Justice Policy Comment Period
PA Turnpike – Encroachments or Incursions Reminder
PSATs News Bulletin March 2022
Ethics Form – Due May 1 (Reminder)**

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Jr. made a motion to approve the March 8, 2022 Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Paul Whiteman, Sr., made a motion to approve the March 22, 2022 Workshop Meeting minutes. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

TREASURERS REPORT

- 1. The Supervisors reviewed the April 12, 2022 Treasurer's report. Paul Whiteman, Sr. made a motion to accept the Treasurer's report. Jeff Vickers seconded the motion. Motion carried unanimously.
- 2. Carnival Credit Card Transactions – Keith Fritz made a motion to approve purchasing Intuit's \$16.00 per month usage fee with a 1.5% transaction fee and two credit card readers. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

3. Jeff Vickers made a motion to approve transferring \$75,000.00 from General Savings to pay April bills. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously. Additionally, Jeff Vickers made a motion to approve transferring \$62,000.00 from General Savings for this week's payroll. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

EXPENSE LIST

Paul Whiteman, Jr. made a motion to pay the April 12, 2022 bills, amount of \$137,153.29 General Fund; \$4,624.13 Street Light Fund; \$30,494.00 Accrual Account; \$515.80 Building Tax Account. Keith Fritz seconded the motion. Motion carried unanimously.

BUSINESS

A. Resolution 2022-16, Attending a Public Meeting to Record Proceedings – Paul Whiteman, Jr. made a motion to approve Resolution 2022-16 as presented. Jeff Vickers seconded the motion. Motion carried unanimously.

B. 15 Oxford Drive Permit Waiver Agreement – Agreement has been forwarded to property owner for signature.

C. Fire Alarm System Agreement – Paul Whiteman, Sr. made a motion to approve the Keystone Fire and Security Alarm System Agreement as presented. Keith Fritz seconded the motion. Motion carried unanimously.

D. Friendship Park – Keith Fritz made a motion to approve the BJ Baldwin work quotes for installing three poles and upgrading electrical panels at Friendship Park, in the amount of \$20,623.00. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously. Additionally, Keith Fritz made a motion to approve paying the \$20,623.00 BJ Baldwin invoices from the Rescue Funds Accrual Account. Jeff Vickers seconded the motion. Motion carried unanimously.

E. Rescue Funds – (1) Supervisors Paul Whiteman, Jr. and Jeff Vickers will be attending the April 20th EMS meeting to continue discussions about financial assistance from Rescue Funds; (2) Jeff Vickers made a motion to approve Resolution 2022-30. Keith Fritz seconded the motion. Motion carried unanimously.

F. Hillside Land Development – (1) Jeff Vickers made a motion to reaffirm the Hillside Custom Machining Building Addition Plans, contingent upon the Township Engineer's review. Paul Whiteman, Sr. seconded the motion. Motion passed unanimously; (2-4) Paul Whiteman Jr. made a motion to approve the Hillside Custom Machining Financial, Development, and Stormwater agreements as presented. Keith Fritz seconded the motion. Motion carried unanimously; (5) Upon Township Engineer's recommendation, Paul Whiteman, Jr. made a motion to approve the final cash escrow release of the Phase 1 Hillside Custom Machining Land Development Plan in the amount of \$2,500.00. Keith Fritz seconded the motion. Motion carried unanimously.

G. 2022 Street Work Proposal – To be discussed at April 26th Roads Inspection meeting.

H. Personnel Manual Updates – Supervisor Fritz discussed the CDL job description for future review.

I. Public Works -

(1) Paul Whiteman, Jr. made a motion to approve Resolution 2022-31. Keith Fritz seconded the motion. Motion carried unanimously;

(2) Paul Whiteman, Jr. made a motion to approve Resolution 2022-32. Jeff Vickers seconded the motion. Motion carried unanimously;

(3) Paul Whiteman, Jr. made a motion to approve Resolution 2022-33. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;

(4) Paul Whiteman, Jr. made a motion to approve Resolution 2022-34. Jeff Vickers seconded the motion. Motion carried unanimously;

(5) Paul Whiteman, Jr. made a motion to approve advertising the 2005 International on Municibid with a \$30K reserve. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;

(6) HVAC Unit Quote – Keith Fritz made a motion to approve the new HVAC unit for Public Works. Jeff Vickers seconded the motion. Motion carried unanimously.

J. Police Pension Plan – (1) Jeff Vickers made a motion to approve the Chairperson signing Police Pension Plan closing letter. Keith Fritz seconded the motion. Motion carried unanimously; (2) The Township Administrator informed the Board about an upcoming Police Pension Plan transition meeting, dates to be coordinated with Police Liaisons.

K. Land Development Plans – (1) Jeff Vickers made a motion to acknowledge the Morgantown Road Commercial Land Development Plan extension for plan review until July 16, 2022. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously. The Supervisors discussed the Township's nearby entry access and the options for consideration; (2) Keith Grant, Morgantown Affiliates representative, was in attendance to discuss the proposed paving plans. Supervisor Paul Whiteman, Jr. requested that a copy of as built plans with PennDot's approved Highway Occupancy Permit be provided to the Township; (3a) Wexford Court status was discussed; (3b) The Board authorized Siana Law filing a notice of default regarding Wexford Court site improvements; (3c) The Board reviewed the Valley Ponds Community Association complaint letter addressing the remaining Wexford Court improvements. The Township Engineer and Township Administrator will send a follow up letter to the HOA; (4) Proposed Popeye's/Wendy's Land Development Plan will be reviewed by the Planning Commission at their April 19, 2022 meeting; (5) Apartments on Main – No updates.

L. 91 Rock Ridge – The Board discussed pipe work needed which requires an easement plan. Supervisor Paul Whiteman, Jr. explained that once the easement plan has been established a meeting will take place to discuss the next steps.

M. 413 Swamp Road Zoning Hearing Board Decision – A copy of the ZHB Decision was provided to the Board of Supervisors.

N. Draft Ordinances for Review – (1) Nuisance Repeal and New Weeds Ordinance – Supervisor Paul Whiteman, Sr. discussed a correction needed to Section 1 of draft Ordinance, lot of two (2) acres or less. After discussion, Paul Whiteman, Sr. made a motion to advertise the draft Ordinance Regulation of Brush, Grass and Weeds; and to Repeal Ordinance No. 30, with corrections. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously; (2) Mike Crotty, Siana Law, summarized the draft amended Ordinance 188. Chair Styer requested that the draft be provided to the Parks and Recreation Committee for review.

O. Stormwater/Driveway Non-Compliance – (1) 371 Swamp Road stormwater pipe was discussed. Further enforcement action will be taken, if necessary, in accordance with the Siana Law stormwater correspondence dated April 1, 2022; (2) 81 Hertzler Drive driveway violation was discussed. Further enforcement action will be taken, if necessary, in accordance with the Siana Law zoning correspondence dated April 1, 2022.

P. Stormwater/Drainage Updates – (1) North Twin Valley Road Drainage was discussed. Engineer Anderson explained that preliminary plans will be reviewed during Roads Inspection Meeting; (2) Shiloh and California Road – No update; (3) Outflow structure for the Settlers Trail Detention Pond was discussed. Road Foreman McGowan explained that an easement agreement for Maintenance work is needed to address the detention pond matter.

Q. Thousand Oaks Bridge – Engineer Anderson recommends that the Township request a time extension from the State for completing bridge repairs. The Board requested a Contractor’s quote for wall repairs. Engineer Anderson explained that New Morgan Borough will be informed about repair work quote.

R. Morgantown Sign Installation – Road Foreman McGowan informed the Board that a One Call was made to begin installation process.

S. Fire Police Request – Jeff Vickers made a motion to approve the June 4, 2022 Legion/Bike show Fire Police Request. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

T. Fire Police Request – Paul Whiteman, Jr. made a motion to ratify the approved Fire Police Request for the April 10, 2022 Swap Meet held at the Classic Auto Mall. Keith Fritz seconded the motion. Motion carried unanimously.

U. Paul Whiteman, Jr. made a motion to approve the River Valley mulch estimate in the amount of \$9,600.00 for Park Maintenance. Keith Fritz seconded the motion. Motion carried unanimously.

V. March 31, 2022 Complaint Form – Michelle Raymond, 20 Lenape Drive, requested that the Board revisit meeting procedures and consider revising procedures for the public comments section.

W. Zoning Hearing Board Appointment – Paul Whiteman, Jr. made a motion to approve Resolution 2022-35. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

TOWNSHIP REPORTS

A. Township Administrator –

(1) A new intern starts this week for the next quarter.

B. Carnival – (1) Supervisor Paul Whiteman, Jr. informed the Board that entertainment contracts are forthcoming and advertisements will begin soon.

C. Maintenance Report –

(1) Monthly Maintenance report was reviewed.

(2) Morgantown Road/Shiloh Guiderail – Engineer Anderson will contact PennDot for sign requirements.

D. SEO Report – Monthly report reviewed.

E. Library Report – (1) Monthly report reviewed; (2) Road Foreman McGowan informed the Board about the Library’s current Fire Alarm System.

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 upcoming school activities. Patti Brann, Trappers Run, inquired about casino activity;

(2) Desktop Computer Quote – Keith Fritz made a motion to approve the desktop computer quote. Jeff Vickers seconded the motion. Motion carried unanimously;

(3) Morgantown Interchange Toll Plaza – Chief informed the Board that placement of signs is in process;

(4) No Parking Ordinance – Chief informed the Board that Ordinance 300 will need to be revised for listing of streets. The Board discussed No Parking requirements for areas that have sidewalks. A revised Ordinance for review and approval is forthcoming. No action taken at this time;

(5) Paul Whiteman, Sr. made a motion to approve the Care, Custody & Control of Prisoners Policy as presented. Keith Fritz seconded the motion. Motion carried unanimously.

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

I. EMS report - Monthly reports reviewed.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation – (1) Minutes were reviewed; (2) February Request List was discussed. Supervisor Paul Whiteman, Jr. discussed tot lot improvements and funding options. The Board requested that Parks and Recreation projects be prioritized each budget year; (3) Terri Payne, Parks and Rec Member, informed the Board about a new Easter Bunny costume to be purchased by approved Easter Event budget funds.

L. Planning Commission Minutes – No meeting in March.

M. Water/Sewer Reports – (1) Water Authority minutes were reviewed. Engineer Anderson was asked to get clarification regarding the Heritage Restaurant connection to the local dedicated sewage line; (2) No Sewer Authority reports provided.

N. Engineer’s Report – (1) Monthly report reviewed. Engineer Anderson discussed the 160 Willow Glen inlet condition. The Board requested that this item be placed on the Roads

Inspection agenda; (2) Detention pond maintenance items were discussed. Engineer Anderson was asked to send a maintenance reminders to 2 Hidden Court and 88 Caernarvon Drive.

O. Solicitor's Report – Monthly report reviewed.

EXECUTIVE SESSION

No Executive Session.

SUPERVISORS COMMENTS

Chair Styer discussed a memorial request from MABA in honor of Roseanne Thomas.

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously. The meeting adjourned at 9:38PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary