

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

May 10, 2022

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on May 10, 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; Eric Brown, 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:

**Excellence in Local Government – PA Land Use Institute Registration
Reading Area Transportation Study Meeting Notice
PA DEP Notice – Community Water Quality Improvement Funding
PA DEP Draft Environmental Justice Public Participation Policy (EJ Policy)
Berks County Letter – Reading Area Transportation Study Vacant Seat
Commonwealth of PA Remittance Advice – PA Gaming Revenue
Excellence in Local Government – Making Attractive, Sustainable Neighborhoods
Registration**

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Sr. made a motion to approve the April 12, 2022 Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Keith Fritz made a motion to approve the April 26, 2022 Workshop Meeting minutes. Jeff Vickers seconded the motion. Motion carried unanimously.
- C. Paul Whiteman, Sr. made a motion to approve the April 26, 2022 Roads Inspection meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.

TREASURERS REPORT

1. The Supervisors reviewed the May 10, 2022 Treasurer's report. Paul Whiteman, Jr. made a motion to accept the Treasurer's report. Keith Fritz seconded the motion. Motion carried unanimously.

2. Transfers – (1) Paul Whiteman, Jr. made a motion to approve a \$50,000.00 transfer for this week’s payroll. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (2) Paul Whiteman, Sr. made a motion to approve a transfer in the amount of \$289,917.44 to pay back funds due to the Street Light Fund (\$102,460.00) and the Accrual Fund (\$187,457.44).
3. Credit card readers for Carnival transactions – The Treasurer informed the Board that the merchant account has been set up and the card readers are forthcoming.

EXPENSE LIST

Paul Whiteman, Jr. made a motion to pay the May 10, 2022 bills, total amount of \$241,514.15. Account breakdown as follows: \$221,738.07 General Fund; \$4,536.67 Street Light Fund; \$14,899.01 Accrual Account; \$340.40 Building Tax Account. Keith Fritz seconded the motion. Motion carried unanimously.

BUSINESS

A. Land Development Plans –

1. Wendy’s/Popeye Land Development Plan – Representatives Roger Vanderklok and Christos Dinoulis were present to discuss proposed plan. Traffic signal upgrades was discussed, Mr. Vanderklok will follow up with project engineer to ensure signals will be addressed. Paul Whiteman, Jr. made a motion to approve the Wendy’s/Popeye LDP Decision as presented. Jeff Vickers seconded the motion. Motion carried unanimously;
2. Twin Valley Coffee LDP “No Parking” Sign – Keith Fritz made a motion to approve adding a road sign on the East side of driveway in response to the OTM letter dated April 21, 2022. Jeff Vickers seconded the motion. Motion carried unanimously;
3. Sheds Unlimited LDP Phase 2 – Steve Stoltzfus was present to update the Board on the project. Water and Sewer approvals forthcoming. Mr. Stoltzfus discussed BOCA code requirements. After discussion, Paul Whiteman, Jr. made a motion to reaffirm the Sheds Unlimited Phase 2 LDP approval. Jeff Vickers seconded the motion. Motion carried unanimously;
4. Morgantown Affiliates – PennDot permit is in process;
5. Wexford Court – Paul Whiteman, Jr. made a motion to approve authorizing Solicitor to take next legal step and issue a letter of default to Wexford Court for violation of improvements agreement per Kraft Engineering’s recommendations. Jeff Vickers seconded the motion. Motion carried unanimously.

B. Draft Ordinances – (1) Weeds Regulation: The Solicitor will advertise Ordinance for public comment; (2) Park Rules – no update at this time.

C. Berks County Conservation District MOU – Jeff Vickers made a motion to approve the Berks County Conservation District MOU as presented. Keith Fritz seconded the motion. Motion carried unanimously. Township Engineer Anderson recommended adding the Conservation District website link to the Township’s website.

D. General Code – The Ordinance Codification Organizational Analysis report is forthcoming to the Board.

E. Friendship Park Lighting Project – Road Foreman McGowan informed the Board that poles and electrical work have been completed. The Board requested an updated plan and quote for camera installation.

F. MABA Memorial Tree Proposal – No action taken at this time.

G. Rescue Funds – (1) Paul Whiteman, Jr. made a motion to approve Resolution 2022-36, Supplemental Appropriations. Keith Fritz seconded the motion. Motion carried unanimously; (2) EMS Funding Request – no action taken at this time.

H. 2022 Street Work Update –

(1) Engineer Anderson informed the Board that the 2022 Street Work Bids will be ready for the Board’s review at their Regular June meeting;

(2) Road Inventory Program - Keith Fritz made a motion to approve purchasing the Kraft Engineering Public Road Inventory Program, amount not to exceed \$4952.00. Jeff Vickers seconded the motion. Motion carried unanimously;

(3) Thousand Oaks Bridge – Engineer Anderson is in the process of obtaining information from New Morgan Borough regarding the existing water line;

(4) Roads Inspection “Tour” – Paul Whiteman, Jr. recommended the new Supervisors tour roads and discuss budget requirements for repairs. The Supervisors will coordinate separate tours with Township Engineer Anderson.

I. Police Department -

(1) Grievance Step 2 Denial – Paul Whiteman, Jr. made a motion to approve the denial of recent Step 2 Grievance, in accordance with the Police Association Contract;

(2) Car 32-7 Repairs – Jeff Vickers made a motion to approve the Chief obtaining a purchase quote for a new vehicle and not proceeding with Car 32-7 repairs. Keith Fritz seconded the motion. Motion carried unanimously.

J. Public Works –

(1) Road Foreman informed the Board flagger training on May 17, 2022 to be held in the Township Meeting Room between 8am and noon;

(2) CDL Job Description Updates – Township Administrator was asked to work with Keith Fritz to discuss incorporating recommended updates for the Board’s review;

(3) Plow Repair – Paul Whiteman, Jr. made a motion to approve the EM Kutz repair estimate for plow, in the amount of \$3,227.88. Jeff Vickers seconded the motion. Motion carried unanimously;

(4) Freightliner Financing – Road Foreman McGowan provided an update on the Freightliner financing amount which has been revised from \$162,562.60 to 138,472.60. Revised amount includes warranty, but not upfitting cost. Updated paperwork is forthcoming;

(5) Purchasing Council Salt Bid – Road Foreman McGowan informed the Board about the County provider, Ocean Port at \$72.00 per ton.

K. Driveway Non-Compliance – (1) 371 Swamp Road to be discussed during executive session; (2) 83 Hertzler Drive will have millings removed in the next few weeks. Solicitor Brown will follow up regarding sight triangle inquiry.

L. 91 Rock Ridge – Engineer Anderson will be in contact with property owner. Supervisor Paul Whiteman, Jr. explained that a meeting will need to be scheduled to discuss plans.

M. Stormwater/Drainage Updates – (1) Engineer Anderson discussed the North Twin Valley Road stormwater matter and is working on a sketch for inlet work to be done which requires Easement/Right of Way review. Paul Whiteman, Jr. made a motion to approve the Township Engineer moving forward with obtaining necessary approval from applicable property owners. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (2) Shiloh & California Rd. issue – no update; (3) Settlers Trail Detention Pond – No update.

N. Fire Police Request – Paul Whiteman, Jr. made a motion to approve the June 12, 2022 French Creek Iron Tour Fire Police Request. Keith Fritz seconded the motion. Motion carried unanimously.

O. Resolution 2022-37 – Keith Fritz made a motion to accept and approve Resolution 2022-37, Approving and Authorizing Participating Members of the Township’s Twin Valley Fire Department. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

P. 177 Swamp Road Zoning Hearing Board Application – The Board reviewed the Zoning Hearing Board Decision for the 177 Swamp Road Special Exception application. Michelle Raymond, Lenape Drive, inquired about an Ordinance for kennels.

Q. Morgantown Sign Installation – No update.

TOWNSHIP REPORTS

A. Township Administrator –

(1) Keith Fritz made a motion to approve the purchase of Meeting Owl Speaker and Video System in the amount of \$1,000.00. Jeff Vickers seconded the motion. Motion carried unanimously; (2) Township Administrator provided an update regarding Pension Plan transition.

B. Carnival – (1) Supervisor Paul Whiteman, Jr. requested approval to purchase a block of 6 hotel rooms for the June 17, 2022 entertainment band members. Paul Whiteman, Sr. made a motion to approve purchasing 6 hotel rooms for the June 17, 2022 entertainers at the room rate of \$164.00 per night for each room. Keith Fritz seconded the motion. Motion carried unanimously. The Board requested the Township Administrator inquire about a credit increase for authorized Township credit card.

C. Maintenance Report –

- (1) Monthly Maintenance report was reviewed;
- (2) Morgantown Road/Shiloh Guiderail – No update.

D. SEO Report – Monthly report reviewed.

E. Library Report – (1) Monthly report reviewed; (2) The Board discussed upcoming construction work proposed for the Library. Drawings for the proposed outdoor patio are forthcoming.

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 activities;

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

H. Zoning/Code Enforcement Officer – (1) Monthly Zoning/Code report reviewed; (2) Supplemental Zoning/Code Enforcement Report was reviewed.

I. EMS report - Monthly report reviewed.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation – No minutes or request list provided for review. Supervisor Paul Whiteman, Jr. inquired about landscaping quote for Township Building.

L. Planning Commission Minutes – Minutes were reviewed.

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

N. Engineer's Report – (1) Monthly report reviewed. Engineer Anderson provided an update on the Service Electric construction project. In addition, Engineer Anderson informed the Board about a plan submittal for the Planning Commission's review this month; (2) Engineer Anderson reported that letters have been sent to 2 Hidden Court and 88 Caernarvon Drive regarding detention ponds maintenance requirements.

O. Solicitor's Report – Monthly report reviewed.

EXECUTIVE SESSION

The Supervisors recessed into an Executive Session at 9:02PM. Chair Styer called the meeting back to order at 9:26PM summarizing that the session was to discuss personnel and litigation matters.

SUPERVISORS COMMENTS

No comments

ADJOURN

Jeff Vickers made a motion to adjourn the meeting. Paul Whiteman, Jr. seconded the motion. The motion carried unanimously. The meeting adjourned at 9:28PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary