

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

July 12, 2022

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on July 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; Keith Fritz (via phone), Supervisor; Paul Whiteman, Sr., Supervisor; Eric Brown, Siana Law; Paul Stolz, Chief of Police; Diana Patton (via phone), Treasurer; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary. Absent Members: Jeff Vickers, Supervisor and Scott Anderson, Township Engineer.

CALL TO ORDER

Chairperson Sandra Styer called the meeting to order at 7:00PM EDT. This was followed by the Pledge of Allegiance.

Chairperson Styer requested adding meeting night change to the next Township Meeting agenda.

COMMENTS FROM THE ASSEMBLY

No Comments.

CORRESPONDENCE

No Correspondence

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Jr. made a motion to approve the June 13, 2022 Meeting minutes. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.
- B. Paul Whiteman, Sr. made a motion to approve the June 28, 2022 Workshop Meeting minutes. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.

TREASURERS REPORT

- 1. The Supervisors reviewed the July 12, 2022 Treasurer's report. Paul Whiteman, Jr. made a motion to accept the Treasurer's report. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.
- 2. Transfer to Pay Bills – Paul Whiteman, Jr. made a motion to approve the \$90,000.00 transfer to pay bills. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.
- 3. PPL Bills – Paul Whiteman, Jr. made a motion to approve paying monthly PPL bills by Electronic Fund Transfer (ACH). Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

EXPENSE LIST

Paul Whiteman, Sr. made a motion to pay the July 12, 2022 bills, \$120,256.49 General Fund; \$4,735.00 Street Light Fund; \$5,017.00 Accrual Account; \$340.40 Building Tax Account. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.

BUSINESS

A. 3001 & 3007 Main Street Motions for Approval – Solicitor Brown summarized the Decision and explained that subdivision plan requires no agreements. After discussion, Paul Whiteman, Sr. made a motion to approve the 3001 & 3007 Main Street Subdivision Decision as presented. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.

B. Morgantown Road Commercial Preliminary Plan – Solicitor Brown summarized the Decision and discussed incorporating unimproved easement access condition and also loading area requirements condition. Patti Brann, Trappers Run, inquired about cost to the Township for fence that was discussed. After discussion, Paul Whiteman, Jr. made a motion to approve the Morgantown Road Commercial Preliminary Plan Decision with recommended changes. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

C. Kenton Zimmerman Waiver Request – Upon Engineer and Zoning Officer's recommendation, Paul Whiteman, Jr. made a motion to approve the 179 Swamp Road Land Development waiver request, contingent upon compliance with permitting requirements. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

D. 2022 Freightliner Financing – Paul Whiteman, Sr. made a motion to ratify the signed 2022 Freightliner Financing Purchase Agreement. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.

E. Codification Project – Legislation section is under review.

F. Computer Security Upgrade - Paul Whiteman, Sr. made a motion to approve the DUO Multifactor Authentication installation quote in the amount of \$1,485.00, with corrected address change. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.

G. Supervisors Computer Upgrade - Paul Whiteman, Jr. made a motion to approve the presented LYNX quote in the amount of \$7207.00 for four (4) Microsoft Surface Pro Tablets with noted accessories. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

H. Mileage Reimbursement Rate – Paul Whiteman, Jr. made a motion to approve Resolution 2022-41. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

I. Personnel Manual Updates – Under review, to be added to July Workshop agenda.

J. Walking Trail Tree Damage Report – To be added to July Workshop agenda.

K. Fire Police Request - Paul Whiteman, Jr. made a motion to approve the September 17, 2022 Fire Police Request. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

L. MABA Memorial Tree Suggestion – No update at this time.

M. Rescue Funds - (1) Paul Whiteman, Jr. made a motion to approve Resolution 2022-42, Supplemental Appropriations. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0; (2) No information at this time regarding EMS funding request.

N. Police Department Car 32-7 – Paul Whiteman, Sr. made a motion to approve the Municibid highest bidder for Car 32-7 in the amount of \$20,200.00, and designate signer as Chief Stolz. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0. Additionally, Paul Whiteman, Jr. made a motion to deposit funds for the Car 32-7 sale into the Accrual Account. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

O. Land Development Plans – (1) Morgantown Affiliates: No update; (2) Wexford Court: Per Engineer’s Report, the existing rock wall is under review.

P. Stormwater/Driveway Non-Compliance –

(1) 371 Swamp Road – Solicitor Brown explained that Engineer is working on an estimate for the proposed work at this location;

(2) 83 Hertzler Drive – Solicitor Brown explained that progress has been made at this location.

Q. Stormwater/Drainage Items –

(1) 91 Rock Ridge – Engineer is in contact with property owner, additional information forthcoming;

(2) Mountain View HOA drainage – Matter resolved.

R. Thousand Oaks Bridge Inspection Report – Solicitor Brown explained that the Engineer is moving forward with repair project.

S. Street Obstructions and “Overhanging Trees and Shrubs” Sample Ordinance – Currently under review.

T. Draft Ordinance No. 188 Park Rules – Currently under review.

U. Village Library Security Measures – Ms. Ann Bohara, Village Library President and other Library Representatives were in attendance to discuss Library building upgrades including a camera surveillance system. The Board requested that Administrator Bair forward Vector Security contact information to Ms. Bohara.

V. Complaint Form Received July 11, 2022 (91 Broad Ax Pass) – Ms. Ganteaume was in attendance to discuss her complaint form. Supervisor Paul Whiteman, Jr. explained that further review of the stormwater matter is needed to determine a solution, review will take place during next rain storm event.

W. Morgantown Sign Installation – In process.

X. Township Building Roof Repairs – Road Foreman McGowan explained that contractors have been contacted to repair section causing roof leaks.

Y. Administrative Assistant Position – To be discussed during executive session.

TOWNSHIP REPORTS

A. Township Administrator – no report.

B. Carnival – Paul Whiteman Jr. explained that more invoices will be due for payment, and the Casino donation is forthcoming.

C. Maintenance Report –

(1) Monthly Maintenance report was reviewed;

(2) No Parking Ordinance (Commercial Vehicles Parking on Streets) – Under review.

D. SEO Report – Monthly report reviewed.

E. Library Report – (1) Monthly report reviewed. Ms. Bohara summarized upcoming activities; (2) Outside Garden Plans are currently on hold; (3) Rock the Library event to be held on July 30, 2022 was discussed. The Supervisors requested that the Township advertise event on the electronic board and social media sites.

F. Tax Collector Report – Monthly reports reviewed.

G. Police Department – Monthly Report reviewed. Chief Stolz summarized the monthly report, discussed curfew reminders and gave an update on casino activity.

H. Zoning/Code Enforcement Officer – (1) Monthly Zoning/Code report reviewed; (2) No updates regarding Morgantown Garage Parking Lot.

I. EMS report - No report submitted for review.

J. Fire Department – Monthly report and July 19th meeting notice reviewed.

K. Parks and Recreation – (1) Minutes were reviewed; (2) Request list was reviewed. The Supervisors requested that the MAA contract be added to next meeting agenda.

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; (2) 160 Willow Glen Driveway matter was discussed. Proposed inlet work is in process for review.

O. Solicitor's Report – Monthly report reviewed.

EXECUTIVE SESSION

The Supervisors recessed into an Executive Session at 8:36PM. Chair Styer called the meeting back to order at 8:55PM summarizing that the session was to discuss a personnel matter. At this time, Paul Whiteman, Jr. made a motion to approve hiring Lorrie Stolz as Township Administrative Assistant effective August 1, 2022, at an annual rate of \$50,000.00 (\$24.04 per hour), subject to successful background checks. Paul Whiteman, Sr. seconded the motion. Motion carried 3-1, Sandy Styer opposed.

SUPERVISORS COMMENTS

Paul Whiteman Sr. inquired about weeds Ordinance regulation for the corner lot at Route 23 and Route 10.

ADJOURN

Paul Whiteman Jr. made a motion to adjourn the meeting. Paul Whiteman, Sr. seconded the motion. The motion carried unanimously, 4-0. The meeting adjourned at 8:58PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary