

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

**August 10, 2022**

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

**CALL TO ORDER**

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

**COMMENTS FROM THE ASSEMBLY**

Patti Brann, 51 Trappers Run, inquired about the new hire for the Township's Administrative Assistant position.

**CORRESPONDENCE**

**PA DEP Immediate Release – Mosquitoes  
Municipal Picnic At The Park Event September 8, 2022  
Berks History Center Thank You Letter  
Berks County Public Works Association Annual Trade Show September 28, 2022  
Service Electric Annual Franchise Fee Payment  
Commonwealth of PA – Gaming Fund Share Distribution  
PSATs News Bulletin – August 2022  
Berks Homes PennDot Scoping Application**

**MINUTES OF THE PREVIOUS MEETING**

- A. Paul Whiteman, Sr. made a motion to approve the July 12, 2022 Meeting minutes. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.
- B. Paul Whiteman, Jr. made a motion to approve the July 26, 2022 Workshop Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

**TREASURERS REPORT**

- 1. The Supervisors reviewed the August 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, 4-0.

2. PPL Bills – Keith Fritz made a motion to approve auto pay for PPL invoices. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.
3. Transfers – Paul Whiteman, Jr. made a motion to approve the Treasurer transferring \$55,000.00 for payroll. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.
4. 2023 Budget Worksheets – The Treasurer is preparing budget worksheets.

## **EXPENSE LIST**

Paul Whiteman, Sr. made a motion to pay the August 10, 2022 bills, \$88,198.01 General Fund; \$4,735.33 Street Light Fund; \$620.00 Accrual Account; \$1,160.40 Building Tax Account. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.

## **BUSINESS**

A. Morgantown Road Commercial Development – Eric Mountz, Traffic Engineer, presented traffic signal and Highway Occupancy Permit (HOP) designs for the Morgantown Commercial Road project. Scott Anderson, Township Engineer, discussed PennDot's requirements for the HOP. Mr. Mountz explained the Pedestrian traffic safety measures for the East/West side of the location. The Members discussed pedestrian traffic needs for the West Side. Mr. Mountz informed the Board that Traffic Signal and HOP agreements are forthcoming for the Board's review and approval.

B. S. Twin Valley Road – Engineer Anderson discussed the S. Twin Valley Road Right of Way inquiry in connection with the proposed Turnpike bridge work. Solicitor Brown informed the Board that the applicable Right of Way documentation is forthcoming for the Board's review and approval.

C. Clymer Hill Road Extension – Engineer Anderson was requested to review the Clymer Hill Road area for an in/out access road that can be used as an additional route.

D. Official Complaint Form Received August 4, 2022 – Ms. Zeiber, via zoom, explained to the Board that her vehicle tires were damaged from road work material. Engineer Anderson explained that the contractor has been informed and will follow up with Ms. Zeiber regarding her report.

E. Historical Society Inventory List – Paul Whiteman, Sr. informed the Board that he met with Mr. Brady and Ms. Bowman to discuss historical society items.

F. Lawn Mowing Estimates – No estimates provided.

G. RAM Cleaning Service Retirement Letter – Quotes are forthcoming for a new cleaning service.

H. MAA Contract – Ms. Reinard was present to discuss MAA contract and explained that currently a merger with the school program is in the planning stages. Paul Whiteman, Jr. requested a meeting with Ms. Reinard and the Twin Valley Association to discuss the MAA contract renewal.

I. Codification Project – The Board concurred with submitting the Organizational Analysis report for the next phase of the project.

J. CoStars Purchasing Options – Solicitor Brown recommends contacting purchasing councils for additional CoStars options.

K. MABA Memorial Tree Suggestion – A plaque is currently on order.

L. Village Library Agreement with Township – Ms. Bohara, Village Library President, discussed the Keystone Grant opportunity and expressed an interest in working with the Township for the application process. After discussion, Paul Whiteman, Jr. made a motion to approve appointing Lorrie Stolz, Administrative Assistant, as the grant application Point of Contact. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

M. Millstream Drive Damaged Fence – The Board inquired about existing stormwater basin/swale system located within the vicinity of 20 Millstream Drive. More information is needed from Zoning Officer Terry Naugle.

N. Personnel Manual Updates – (1) Keith Fritz made a motion to approve the revised CDL and Non-CDL job descriptions as presented. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0; (2) Benefits Review Chart is currently under review.

O. Police Department – (1) Upon Chief's recommendation, Paul Whiteman, Jr. made a motion to approve a pay rate increase for Part-Time Officer William Reppert, new hourly rate of \$30.71 per hour effective August 14, 2022. Keith Fritz seconded the motion. Motion carried unanimously, 4-0. Patty Brann, Trappers Run, inquired about Officer Reppert's weekly work schedule; (2) Upon Chief's recommendation, Paul Whiteman, Jr. made a motion to approve the reserve amount of \$10,000.00 for the 2003 Tahoe Municibid advertisement. Paul Whiteman Sr. seconded the motion. Motion carried unanimously, 4-0; (3) Upon Chief's recommendation, Paul Whiteman, Sr. made a motion to approve purchasing the 2021 Ford Expedition (CoStars), amount not to exceed \$40,000.00. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0. Also, Paul Whiteman, Jr. made a motion to approve Chief Stolz as authorized signer for the 2021 Ford Expedition CoStars purchase. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

P. Land Development Plans – (1) Review deadline for the XTL project is September 30, 2022. Engineer Anderson will follow up with Developer; (2) Morgantown Affiliates - Engineer Anderson explained that as built plans will be requested from Developer; (3) Wexford Court – Engineer Anderson discussed certification requirements for the wall structure, and Solicitor Brown informed the Board that the Developer is currently in default.

Q. Stormwater/Driveway Non-Compliance – (1) 371 Swamp Rd. – Road Foreman McGowan explained that repair quotes are forthcoming; (2) 83 Hertzler Dr. – Solicitor Brown informed the Board that the property owner has made progress to correct driveway matter.

R. Stormwater/Drainage Updates – (1) 91 Rock Ridge – Engineer Anderson explained that pipe work design is in progress which requires coordination with applicable parties; (2) 91 Broad Ax Pass – Ms. Ganteaume requested an update regarding her recent complaint form. Supervisor Paul Whiteman, Jr. discussed pipe work improvements that the Township recently completed. Engineer Anderson will evaluate the water flow situation and provide an update to the Board.

S. Thousand Oaks Bridge – Engineer Anderson informed the Board that the bridge repairs have been completed.

T. Street Obstructions Sample Ordinance – Currently under review.

U. Draft Ordinance No. 188 (Park Rules) – Currently under review.

V. Township Door Schedule – The Board Members concurred with scheduling Township Doors to open at 8AM Monday-Friday.

## **TOWNSHIP REPORTS**

A. Township Administrator – (1) The Non-Uniformed Simple IRA plan has been transferred to Conrad Siegel/Charles Schwab; (2) Researching cell phone options.

B. Carnival – Paul Whiteman Jr. explained that end of year reports are 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 activities.

F. Tax Collector Report – Monthly reports reviewed.

G. Police Department – Monthly Report reviewed. Chief Stolz summarized the monthly report. Ms. Brann, Trappers Run, inquired about speed traps in the area of Mountaineer Village.

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 September 20, 2022 meeting notice was reviewed.

K. Parks and Recreation – (1) Minutes were reviewed; (2) Request list was reviewed. Paul Whiteman, Jr. made a motion to approve the \$250.00 Halloween budget amount. Keith Fritz seconded the motion. Motion carried unanimously, 4-0. The 2023 budget requests were reviewed.

L. Planning Commission Minutes – No July meeting.

M. Water/Sewer Reports – (1) Water Authority minutes were reviewed; (2) No Sewer Authority reports provided. The Supervisors requested updated emergency contact information.

N. Engineer's Report – (1) Monthly report reviewed. Engineer Anderson discussed completed street work to be invoiced. Also, Engineer Anderson updated the Board about upcoming project scoping for the proposed Traffic property; (2) 160 Willow Glen Driveway matter was discussed. Public Works will coordinate water flow test.

O. Solicitor's Report – Monthly report reviewed.

**EXECUTIVE SESSION**

The Supervisors recessed into an Executive Session at 8:55PM. Chair Styer called the meeting back to order at 9:37PM summarizing that the session was to discuss litigation and a personnel matter.

**SUPERVISORS COMMENTS**

No comments.

**ADJOURN**

Paul Whiteman Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously, 4-0. The meeting adjourned at 9:39PM.

Respectfully Submitted,

JOAN A. BAIR  
Administrator/Secretary