

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

**October 12, 2022**

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on October 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, Supervisor; Paul Whiteman, Sr., Supervisor; Jeff Vickers, Supervisor; Eric Brown, Siana Law; Paul Stolz, Chief of Police; Diana Patton (via Zoom), Treasurer; Terry Naugle, Zoning Officer; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary.

**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**

No comments.

**CORRESPONDENCE**

**Free Tire Collection Event November 10, 2022  
Excellence in Government Zoning Administration Course  
Excellence in Government Subdivision and Land Development Course  
DEP Letter – “Pick Up Pennsylvania”  
DEP Letter – Grant Funding Awarded for Watersheds**

**MINUTES OF THE PREVIOUS MEETING**

- A. Paul Whiteman, Jr. made a motion to approve the September 14, 2022 Regular Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Paul Whiteman, Sr. made a motion to approve the September 27, 2022 Roads Inspection meeting minutes. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- C. Keith Fritz made a motion to approve the September 27, 2022 Workshop Meeting Minutes. Jeff Vickers seconded the motion. Motion carried unanimously.

**TREASURERS REPORT**

- 1. The Supervisors reviewed the October 12, 2022 Treasurer’s report. Paul Whiteman, Sr. made a motion to accept the Treasurer’s report. Keith Fritz seconded the motion. Motion carried unanimously.
- 2. Jeff Vickers made a motion to approve transferring \$50,000.00 for payroll and \$225,000.00 for paying bills. Keith Fritz seconded the motion. Motion carried unanimously.

3. 2023 Proposed Budget – Chair Styer requested a budget meeting for October 18, 2022, 7:30PM. Michelle Raymond, Lenape Drive, inquired about casino revenue.
4. The Board reviewed the historical budget report for past two years.

### **EXPENSE LIST**

Paul Whiteman, Jr. made a motion to pay the October 12, 2022 bills, \$351,124.45 General Fund; \$4,735.34 Street Light Fund; \$8,596.98 Accrual Account; \$340.40 Building Tax Account; \$175,000.00 Liquid Fuels Fund. Keith Fritz seconded the motion. Motion carried unanimously.

### **BUSINESS**

A. 2023 Meetings – Chair Styer discussed switching both Regular Township Meetings and Workshop meetings to Wednesdays for 2023 meeting schedule. The Board concurred with 2023 meeting date proposal and also concurred with changing the 2023 budget meeting times to 7:00PM.

B. Rescue Funds Appropriations – Paul Whiteman, Jr. made a motion to approve Resolution No. 2022-47, Supplemental Appropriations for the 2022 Budget. Keith Fritz seconded the motion. Motion carried unanimously.

C. Accrual Account Appropriations – Keith Fritz made a motion to approve Resolution No. 2022-48, Supplemental Appropriations for the 2022 Budget. Jeff Vickers seconded the motion. Motion carried unanimously.

D. Act 57 of 2022 Property Tax Penalty Waiver Provisions – Paul Whiteman, Jr. made a motion to approve Resolution No. 2022-49 to implement Act 57 of 2022, Property Tax Penalty Waiver Provisions. Jeff Vickers seconded the motion. Motion carried unanimously.

E. Sheds Unlimited Road Closure – Engineer Anderson informed the Board about proposed road closures for the Sheds Unlimited Land Development Plans. Paul Whiteman, Jr. proposed that road closures take place during a school break to avoid disruptions to bus schedules. Engineer Anderson explained that the road closure timeframes are forthcoming, and local businesses will be notified.

F. S. Twin Valley Road Right of Way – Supervisor Keith Fritz discussed the Township's options for widening the road. Supervisor Paul Whiteman, Jr. requested that the Solicitor research Ag Preservation requirements.

G. Clymer Hill Road (Extension of Road) – Supervisor Paul Whiteman, Jr. requested that information be obtained about local gas/utility easements. Engineer Anderson will contact Mr. McEwen, School Representative, for utilities information.

H. Twin Valley Traffic Signal Timing – Upon Engineer's recommendation, Paul Whiteman, Jr. made a motion to approve Chair Styer's signature for the presented Twin Valley Road Traffic Signal Timings Revision. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

I. Stormwater/Drainage Updates – (1) Rock Ridge stormwater discharge solution: Engineer Anderson is working on obtaining authorization from neighboring property owners; (2) 91 Broad Ax Pass: Engineer Anderson explained that he is currently working on a proposed

public improvements plan for this matter. Ms. Ganteaume, 91 Broad Ax Pass, inquired about utilizing nearby swales.

J. Stormwater/Driveway Non-Compliance – 371 Swamp Road: Pipe work estimates are forthcoming.

K. Land Development Plans –

(1) 3001 & 3007 Main St. Subdivision to Reaffirm and Sign: Keith Fritz made a motion to reaffirm the 3001 & 3007 Main Street Subdivision Plan Approval. Jeff Vickers seconded the motion. Motion carried unanimously;

(2) XTL: Engineer Anderson informed the Board about an upcoming meeting for the XTL project;

(3) Wexford Court – Engineer Anderson and Zoning Officer Naugle discussed the wooden fence matter. Engineer Anderson sent a notification letter to the Developer. Solicitor Brown recommends a follow up notice be sent to the Developer requesting a 20 day deadline for a response.

L. Fall Roads Inspection Items –

(1) Morgan Way Stormwater: Engineer Anderson is scheduled to meet with representatives from Morgan Corp.;

(2) Valley Road Traffic Study Options: Correction Noted: The road is North Twin Valley, not Valley Road. Chief will research options for truck restrictions;

(3) North Twin Valley Road Drainage: Engineer Anderson is working on a pipe work proposal, in coordination with school representatives;

(4) No Parking Ordinance (comparison of Ordinance and Deed Information): Road Foreman McGowan will forward information to the Board for review;

(5) Route 23 and South Twin Valley Road Pot Hole Matter: Engineer Anderson will review Right of Way for Solicitor Brown's review to determine easement requirements;

(6) Detention Pond Maintenance Notices: Solicitor Brown will meet with the Engineer and Road Foreman to determine recipients of pond maintenance notices;

(7) Plumwood Road: Road Foreman McGowan will forward HOA information to Engineer Anderson for review;

(8) Library Book Drop Project – Road Foreman McGowan will coordinate concrete work.

M. Weeds Violation Notice – Zoning Officer Naugle was present to inform the Board that a citation has been submitted for recent weeds violation.

N. 2861 Main Street Complaint Form – Zoning Officer Naugle has contacted Caernarvon Township Lancaster County and is waiting for a response regarding building code requirements. Supervisor Keith Fritz explained that a legal process is under review.

O. Comcast Services Proposal – Solicitor Brown is currently working on a proposal with Comcast Representatives. The Supervisors discussed service options for Chestnut Hill.

P. Dust Busters Cleaning Lady Contract for Approval – Paul Whiteman, Jr. made a motion to approve authorizing Administrator Joan Bair to sign the presented Dust Busters

Cleaning Lady, Inc. Cleaning Agreement. Keith Fritz seconded the motion. Motion carried unanimously.

Q. Police Department 2003 Tahoe Municibid Results: After Chief's discussion regarding the municibid sale not meeting the reserve price of \$10,000.00, Keith Fritz made a motion to approve selling the 2003 Tahoe to the highest Municibid bidder in the amount of \$6,150.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously. The Board discussed authorized signer. After discussion, Keith Fritz made a motion to approve Chief Paul Stolz, Jr. as the signer for the 2003 Tahoe Municibid sale. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

R. Personnel Manual Updates – The Supervisors reviewed Benefits chart. After discussion, Jeff Vickers made a motion to approve changing the ninety (90) day probationary period for new hires to one (1) year; no wait period for Full-Time employee benefits; Sick Leave rate change from forty (40) hours to one-hundred twenty (120) hours per year, and employees may accumulate a maximum of 360 Sick Leave Hours (including carryover hours). Keith Fritz seconded the motion. Motion carried unanimously.

The Supervisors requested that all Full-Time Non-Uniformed employees be issued an AT&T/FirstNet Township cell phone.

S. Draft Ordinance to Amend Ordinance No. 188 (Park Rules) – The Supervisors reviewed the presented draft revised Ordinance for Park Rules. After discussion, the following motions took place:

Jeff Vickers made a motion to approve striking Section 3, Designation of Park System. Keith Fritz seconded the motion. Motion carried unanimously;

Paul Whiteman, Jr. made a motion to approve revising park hours as “from dusk till dawn”. Jeff Vickers seconded the motion. Motion carried unanimously;

Paul Whiteman, Jr. made a motion to advertise the presented draft revised Park Rules Ordinance, with approved changes. Jeff Vickers seconded the motion. Motion carried unanimously.

T. Fire Police Assistance Request – Paul Whiteman, Jr. made a motion to approve the Fire Police Request Form for the October 24, 2022 Halloween Parade Event. Jeff Vickers seconded the motion. Motion carried unanimously.

U. ID Badges – The Board concurred with ID badge design and Township Administrator as issuer.

## **TOWNSHIP REPORTS**

A. Township Administrator – (1) AT&T FirstNet Cell Phones and Ipad have been ordered. A meeting with AT&T FirstNet Representatives will be set up to distribute devices; (2) 457 Plan – Quotes forthcoming; (3) Electronic Sign – Quotes forthcoming.

B. Carnival – No update.

C. Maintenance Report –

(1) Monthly Maintenance report was reviewed;

(2) Street Obstructions Sample Ordinance – The Board requested additional samples for review at the next Board meeting.

D. SEO Report – Monthly report reviewed.

E. Library Report – (1) 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 upcoming community events; (2) The Board reviewed a thank you note that was addressed to the Police Department.

H. Zoning/Code Enforcement Officer – (1) Monthly Zoning/Code report reviewed. Zoning Officer Naugle informed the Board about the following: E&S zoning violation issued to 413 Swamp Road property owner; and, 83 Hertzler Drive dumpster matter; (2) The Board was informed that the Morgantown Garage Parking Lot plan is in progress.

I. EMS report - (1) Monthly report was reviewed; (2) ARPA report was reviewed.

J. Fire Department – (1) Monthly report was reviewed; (2) Budget information was reviewed. The Board requested that a copy of the Township’s 2023 tax assessment estimate be provided for review.

K. Parks and Recreation – (1) No minutes were provided; (2) No request list was provided; (3) The Board discussed the upcoming Trunk & Treat event scheduled for October 26, 2022. Michelle Raymond, Lenape Drive, was present to explain that the Trunk & Treat event is hosted by the Morgantown Arts & Holistic Center and Caernarvon Township was invited to participate.

L. Planning Commission Minutes – No August meeting.

M. Water/Sewer Reports – (1) No Water Authority minutes were provided. The Board reviewed a Sewer Authority appointment letter. A resolution will be prepared for the next Board of Supervisors meeting; (2) No Sewer Authority reports provided.

N. Engineer’s Report – Monthly report reviewed. Engineer Anderson discussed street work and the Maple Drive matter. Updates were provided for the following: (1) 160 Willow Glen Driveway matter is on hold, more information needed regarding the condition of the pipe; (2) Kim Dental Escrow Release – Under review; (3) Sheds Unlimited Escrow Release – Under review.

O. Solicitor’s Report – Monthly report reviewed. Solicitor Brown requested an executive session to discuss potential litigation.

## **EXECUTIVE SESSION**

The Board recessed for an executive session at 9:08PM. Chair Styer called the meeting back to order at 9:35PM indicating that the Executive Session was for legal matters.

**SUPERVISORS COMMENTS**

No comments.

**ADJOURN**

Keith Fritz made a motion to adjourn the meeting. Jeff Vickers seconded the motion. The motion carried unanimously. The meeting adjourned at 9:35PM.

Respectfully Submitted,

JOAN A. BAIR  
Administrator/Secretary