

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

November 9, 2022

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on November 9, 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, Treasurer; Scott Anderson, Kraft Engineering; 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

Michelle Raymond, Lenape Drive, inquired about the following: (1) towing company services and locations; (2) casino funds, and (3) recommended correction of minutes regarding the Trunk or Treat event.

CORRESPONDENCE

**PSATs News Bulletin October-November 2022
Commonwealth of Pennsylvania Casino Share Distribution Notice
Village Library Flyer – Give the Gift of Real Impact**

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Sr. made a motion to approve the October 12, 2022 Regular Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Paul Whiteman, Sr. made a motion to approve the October 18, 2022 Budget meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- C. Paul Whiteman, Sr. made a motion to approve the October 25, 2022 Workshop Meeting Minutes. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

TREASURERS REPORT

- 1. The Supervisors reviewed the November 9, 2022 Treasurer's report. Jeff Vickers made a motion to accept the Treasurer's report. Keith Fritz seconded the motion. Motion carried unanimously. Treasurer summarized Carnival expenses and revenue.
- 2. Jeff Vickers made a motion to approve transferring \$53,000.00 for payroll. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

3. Certificate of Deposit Proposal – Treasurer Diana Patton discussed rate options. After discussion, Chair Styer requested that the Treasurer provide the Board with quotes and terms for review.
4. The Treasurer informed the Board about a resource provided by PSATs to save on utilities costs. The Board recommended the Township utilize the services.

EXPENSE LIST

Paul Whiteman, Sr. made a motion to pay the November 9, 2022 bills, \$103,321.93 General Fund; \$4,817.17 Street Light Fund; \$1,368.00 Accrual Account; \$352.94 Building Tax Account. Keith Fritz seconded the motion. Motion carried unanimously.

BUSINESS

A. Parks and Recreation Ordinance for Approval (Amends Ordinance No. 188) – After discussion, Jeff Vickers made a motion to approve the presented Parks and Recreation Ordinance amending Ordinance No. 188. Keith Fritz seconded the motion. Motion carried unanimously.

B. Recommended Legal Advisor for Planned Residential Development Application – Solicitor Brown summarized the presented engagement letter. After discussion, Paul Whiteman, Jr. made a motion to approve the appointment of Michael S. Gill, Buckley Brion McGuire & Morris LLP, at the hourly rate of \$225.00, to assist the Township’s Planning Commission in the review of a Planned Residential Development application. Jeff Vickers seconded the motion. Motion carried unanimously.

C. 2023 Proposed Budget for Advertising – After discussion, Paul Whiteman, Jr. made a motion to approve advertising the 2023 Proposed Budget as presented. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

D. 2023 Municipal Tax Sheet – Tax sheet options under review, no action taken at this time.

E. Proposed 2023 Meeting Dates – Keith Fritz made a motion to approve and advertise the 2023 Meeting Dates as presented. Jeff Vickers seconded the motion. Motion carried unanimously.

F. Auditor for 2022 Township Records – Under review, to be discussed at November Workshop meeting.

G. Resolution No. 2022-52 – Keith Fritz made a motion to approve Resolution No. 2022-52, Supplemental Appropriations for 2022 budget. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

H. Resolution No. 2022-53 – Solicitor Brown discussed presented resolution. After discussion, Paul Whiteman, Jr. made a motion to approve Resolution No. 2022-53, Appointing Township Building Code Official. Keith Fritz seconded the motion. Motion carried unanimously.

I. MABA Membership – Jeff Vickers made a motion to approve the 2023 MABA Basic Membership in the amount of \$75.00. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

J. Apartments on Main (aka Morgantown Apartments) Land Development Plan – Paul Whiteman, Jr. made a motion to reaffirm the Apartments on Main Land Development Plan approval. Jeff Vickers seconded the motion. Motion carried unanimously.

K. Sheds Unlimited Road Closure Plans – Steve Stoltzfus, Sheds Unlimited, informed the Board of Supervisors about potential road closures for upcoming Sheds Unlimited pipe work. Mr. Stoltzfus explained that the north entrance of Valley Ponds Drive will likely be on the list of road closures. Proposed timeframe for road closures is 2-3 days. Updates will be provided to the Board.

L. Twin Valley Road Right of Way – Engineer Anderson explained the PennDot is currently reviewing Right of Way details.

M. Clymer Hill Road Extension – Engineer Anderson explained that Right of Way details are under review, including existing gas utilities.

N. Stormwater/Drainage Updates – (1) Rock Ridge: Engineer Anderson informed the Board that he is in the process of coordinating stormwater discharge solutions with local residents; (2) 91 Broad Ax Pass: Engineer Anderson informed the Board that the stormwater complaint matter is under review.

O. Stormwater/Driveway Non-Compliance – Road Foreman McGowan informed the Board that the 371 Swamp Road driveway work is projected to take place some time between November 21 and December 23, 2022. Notification to the property owner will be sent.

P. Land Development Plans – (1) XTL: Engineer Anderson explained that the developer has taken action to begin stabilizing the site in accordance with Berks County Conservation District requirements; (2) Wexford Court: Engineer Anderson is awaiting a response from Developer regarding remaining site improvements.

Q. Fall Roads Inspection Follow-up Items –

(1) Morgan Way stormwater: Supervisor Paul Whiteman Sr. and Engineer Anderson discussed stormwater matter with Morgan Way representatives. Property owner is in the process of applying for a permit for the drainage scope of work. At this time, Paul Whiteman Sr. discussed truck traffic concerns on Quarry Road and the need for warning signs. Chief Stolz will coordinate installation of signs;

(2) The Board discussed North Twin Valley Road Traffic Study needs, specifically the area of Elverson and Joanna Road. Chief Stolz explained that truck study options are under review;

(3) North Twin Valley Road Drainage Matter is under review. Engineer Anderson explained that Right of Way research is underway;

(4) No Parking Ordinance - Comparison of Ordinance and Deed Information: Under review;

(5) Route 23 and Twin Valley Road South Pot Hole Matter has been resolved;

(6) Detention Pond Maintenance Notice – Solicitor Brown summarized draft letter. After discussion, Jeff Vickers made a motion to approve the presented letter and incorporate a 12 month deadline for applicable properties. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;

(7) Plumwood Road - Pond Maintenance: Road Foreman McGowan informed the Board that maintenance work is in process;

(8) Library Book Drop Project: Road Foreman McGowan informed the Board that this project has been placed on the Spring 2023 projects list.

R. Weeds Violation Notice – Zoning Officer Naugle updated the Board on this item. After discussion, Keith Fritz made a motion to approve withdrawing the citation for the 3201 Main Street weeds violation notice, and authorize Zoning Officer Naugle to send a follow-up notice to property owner. Jeff Vickers seconded the motion. Motion carried unanimously.

S. Comcast Services Proposal – Under review.

T. MAA Agreement – Under review.

TOWNSHIP REPORTS

A. Township Administrator – (1) 2023 Fee Schedule is under review for updates.

B. Carnival – Supervisor Paul Whiteman, Jr. discussed a proposed contract for the 2023 Carnival amusement vendor. After discussion, Jeff Vickers made a motion to approve authorizing Paul Whiteman, Jr. as signer for the Tons of Fun 2023 Carnival contract. Keith Fritz seconded the motion. Motion carried unanimously.

C. Maintenance Report –

(1) Monthly Maintenance report was reviewed;

(2) Street Obstructions Sample Ordinance – Chair Styer requested that an Ordinance be drafted for the Board’s review.

D. SEO Report – Monthly report reviewed.

E. Library Report – (1) Monthly report reviewed; (2) Ann Bohara, Library Representative discussed Library activities; (3) Ms. Bohara discussed a security system proposal, for review by Chief Stolz. Also, the Board requested that an agreement between the Township and Village Library be prepared for review at the next Township meeting.

F. Tax Collector Report – No report for review.

G. Police Department – Chief Stolz summarized the monthly report, and discussed the following (1) a scam for all to be aware of, it is called the grandparent scam; (2) the annual toy and coat drive, and (3) meeting room request for a 2023 Youth Panel training session.

H. Zoning/Code Enforcement Officer – (1) Monthly Zoning/Code report reviewed. Zoning Officer Naugle informed the Board that the Morgantown Garage Parking Lot plan was received and is under review.

I. EMS report - Monthly report was reviewed.

J. Fire Department – Monthly report was reviewed

K. Parks and Recreation – No minutes or request list for review.

L. Planning Commission Minutes – No October meeting.

M. Water/Sewer Reports – (1) No Water Authority minutes for review; (2) The Caernarvon Township Authority’s Fire Hydrants report was reviewed; (3) No Sewer Authority minutes for review.

N. Engineer’s Report – Monthly report reviewed. Engineer Anderson discussed the following:

(1) Driveway matter at 160 Willow Glen is on hold at this time, pipe evaluation work is underway;

(2) Kim Dental Escrow Release Request – Upon Engineer’s recommendation, Paul Whiteman, Jr. made a motion to approve the Kim Dental LDP Escrow Release No. 2 in the amount of \$159,031.15, subject to the payment of any outstanding Township invoices. Jeff Vickers seconded the motion. Motion carried unanimously;

(3) Sheds Unlimited Phase 2 Escrow Release Request – Upon Engineer’s recommendation, Keith Fritz made a motion to approve the Sheds Unlimited Phase 2 LDP Escrow Release No. 1 in the amount of \$325,419.80. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

Solicitor Brown recommended including the Morgan Commons escrow release request on the next Board meeting agenda.

Engineer Anderson informed the Board about a PRD application, Magnolia Greene, for review by the Planning Commission at their November 15, 2022 public meeting. Solicitor Brown discussed the formal hearing process required for the PRD application. Applicant Gary McEwen was present and offered granting an extension for the hearing deadline date if more time is needed. The Board requested a letter from the Developer granting an extension, in anticipation of a public hearing to be scheduled for January 10, 2023.

O. Solicitor’s Report – Solicitor Brown recommended that the Township’s current Fireworks Ordinance be amended to comply with the State’s reformed Fireworks Law. The Board requested a draft amended Ordinance.

At this time, Solicitor Brown requested an executive session for legal updates.

EXECUTIVE SESSION

The Board recessed for an executive session at 8:18PM. Chair Styer called the meeting back to order at 8:51PM indicating that the Executive Session was for legal updates and a personnel matter.

SUPERVISORS COMMENTS

Paul Whiteman, Jr. shared the District’s election statistics and commended the Township residents for an impressive turnout for election day.

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously. The meeting adjourned at 8:57PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary