

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
MEETING MINUTES
NOVEMBER 22, 2022**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on November 22, 2022 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, and via Zoom, 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; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary. Absent: Jeff Vickers, Supervisor.

CALL TO ORDER

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

COMMENTS FROM THE ASSEMBLY

No comments.

CORRESPONDENCE

**Ephrata National Bank Holiday Open House Invitation
PennDot Letter – SR0010 Bridge Replacement Project
Zoning Hearing Board Decision – Morgantown Crossings Wendy’s Free Standing Sign**

BUSINESS

- A. Skate Park Information Presentation – Elverson Parks and Recreation Representatives, Lisa Palser and Diane Cikoski, were present to share a skate park design. Resident Terri Payne, Welsh Lane, inquired about their decision to present to Caernarvon Township. Ms. Palser explained that the ideal resources are not available in the Elverson area (for instance, a Police Department). The Supervisors expressed their interest in a skate park for the Township. Liability requirements, maintenance needs, and the possibility of combining other recreational options such as a dog park were discussed. The Supervisors requested that the Representatives bring their skate park design back to the Township for discussion at the January 2023 Workshop meeting.
- B. St. Thomas Church Park Access Request – Stan Stalnaker discussed tree removal plans for the church which will require equipment to access the ballfield property. The Board explained that the request needs to be forwarded to the Morgantown Athletic Association for review and approval.
- C. Auditor for 2022 Records – No information at this time.
- D. PRD Application Public Hearing – Solicitor Brown informed the Board about advertising requirements for the hearing, January 10, 2023 at 7PM.

- E. Morgan Commons Escrow Release Request – Upon Engineer’s Recommendation Letter, Paul Whiteman, Sr. made a motion to approve the Morgan Commons Escrow Release No. 2 in the amount of \$106,645.29. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.
- F. Apartments on Main (aka Morgantown Apartments) Financial Agreement – Solicitor Brown summarized the presented agreement which revises the financial security as a Performance Bond instead Letter of Credit. After discussion, Paul Whiteman, Jr. made a motion to approve the Apartments on Main Financial Agreement. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.
- G. Tax Sheet – The Supervisors reviewed the presented tax sheet. After discussion, Keith Fritz made a motion to approve adding tax levies for Fire and Rescue, subject to review of taxes and budget requirements. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0. Frank Payne, 11 Welsh Lane, inquired about tax levies possibly effecting donation campaigns. Terri Payne, 11 Welsh Lane, inquired about donations history.
- H. Parks and Recreation October 28, 2022 Request List – Clyde Smith Ballfield maintenance was discussed. The Supervisors requested that Administrator Bair contact the MAA President and request attendance at the January Workshop to review the contract. Terri Payne, 11 Welsh Lane, Parks and Recreation Member, was present to review the Request List with the Board. The following items were discussed:
- (1) Clyde Smith Ballfield – Bleachers options under review to either repair the existing Clyde Smith bleachers or install the bleachers that were donated. Repair estimate is forthcoming. Restroom Repairs were discussed. An estimate for the door/fascia repair is forthcoming;
 - (2) Basketball Court - Resurfacing estimate is forthcoming;
 - (3) Stage Lattice – Options will be discussed in the Spring;
 - (4) Park Cameras – Electrical work in progress;
 - (5) Food Truck Festival – The Board requested that vendors provide insurance certificate and contract
 - (6) Halloween Decorating Contest Winner – The Board requested that the winners attend the next Township Meeting for a presentation;
 - (7) Christmas Donations – Terri Payne, Parks and Recreation Member, will pick up.
 - (8) Community Christmas Tree Lighting – Terri Payne, Parks and Recreation Member received the Board’s approval to coordinate music for the event;
 - (9) Leagues Sponsored by Parks and Recreation Committee – The Board requested that the MAA be contacted for coordinating leagues. In addition, the Board’s approval will be required for fees and insurance details.
- I. Strickler Signs Contract – Paul Whiteman, Jr. made a motion to approve signing the Strickler Signs CoStars Contract and processing the required deposit in the amount of \$12,368.44. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

- J. Carnival Entertainment Contract for Approval – Paul Whiteman, Sr. made a motion to approve the Frank Kielb Entertainment Inc. contract and deposit in the amount of \$2250.00. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.
- K. Draft Ordinance for Regulating Streets and Sidewalk Obstructions – The Board reviewed the draft Ordinance and requested that a Section 2 for Overhanging Trees and Shrubs be incorporated into the draft.
- L. Draft Village Library Agreement – Solicitor Brown summarized the draft and recommended that Township and Library representatives form a working group to review the draft agreement. Supervisor Fritz inquired about installing a separate camera surveillance system in the community room. The Board requested that this item be discussed at their December 14, 2022 public meeting.
- M. Police Department Upcoming Probationary Period Expiring for Employee – Upon Chief Stolz’s recommendation, Keith Fritz made a motion to approve the next salary level increase for Officer Christopher Dunlap for successfully completing the contractual one year probationary period. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.
- N. Maintenance Department – (1) Road Foreman McGowan informed the Board about repairs needed for the Township Building heating unit. After discussion, Keith Fritz made a motion to approve repairing the Township Building heating unit (component replacement), amount not to exceed \$3,000.00. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.

At this time, Road Foreman McGowan informed the Board that a quote for John Deere loader tires will be provided for the Board’s review at their next public meeting.

EXECUTIVE SESSION

Solicitor Brown requested an Executive Session. At 8:21PM the Board recessed for an Executive Session. Chair Styer called the meeting back to order at 9:12PM indicating that the Executive Session was for litigation and legal issue.

SUPERVISORS COMMENTS

Vice Chair Paul Whiteman, Jr. wished everyone a Happy Thanksgiving.

ADJOURNMENT

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. Meeting adjourned at 9:13PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary