

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

December 14, 2022

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on December 14, 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; Andy Rongaus, Siana Law; Paul Stolz, Chief of Police; Scott Anderson, Kraft Engineering; 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

Hill Wallack LLP Letter - Sheriff's Sale Notice
Barley Snyder Letter – Magnolia Green PRD Extension
DCED Statewide Broadband Plan
Toppan Letter – DEP Renewal Application
Youth Contest Flyer
Berks Nature Contribution Request
Republic Services Letter – 2023 Disposal Rate
Kraft Municipal Group Letter – Merger Notice
Kraft Municipal Letter – 2023 Rates
Siana Law Letter – 2023 Rates

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Sr. made a motion to approve the November 9, 2022 Regular Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Jeff Vickers made a motion to approve the November 22, 2022 Workshop meeting minutes. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

TREASURERS REPORT

1. The Supervisors reviewed the December 14, 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. Keith Fritz made a motion to approve transferring \$60,000.00 for payroll, \$170,000.00 to pay bills, and \$106,645.00 from the escrow account to the General Fund. Jeff Vickers seconded the motion. Motion carried unanimously.

End of Year Transfer: Upon Treasurer's recommendation, Paul Whiteman, Jr. made a motion to approve an end of year transfer in the amount of \$90,000.00 from the General Fund into the Accrual Fund (line items Emergency Snow Removal \$10,000.00; Reserve for Road Crew Equip \$45,000.00; and Reserve for Bridges \$35,000.00). Jeff Vickers seconded the motion. Motion carried unanimously.

EXPENSE LIST

Paul Whiteman, Jr. made a motion to pay the December 14, 2022 bills, \$272,497.47 General Fund; \$4,328.75 Street Light Fund; \$10,017.19 Accrual Account; \$82,418.99 Building Tax Account; \$106,645.29 Escrow Account. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

BUSINESS

A. Parks & Recreation Presentation – Terry Payne, Parks and Recreation Committee, presented a certificate to Andrew and Jen Dankel, 19 Morgan Spring Drive, for the 2022 Best of Show Halloween Home Decorating Contest.

B. Morgantown Road Commercial Land Development Plan – Engineer Anderson explained that a plan approval for this project will be addressed at the January 11, 2022 Regular Board Meeting.

C. Green Light Go Grant Application – Engineer Anderson discussed traffic signal upgrades, and recommends an inventory of needed upgrades be evaluated and coordinated with the Township's traffic signal contractor C.M. High. No action taken at this time.

D. Resolutions for Approval – (1) Keith Fritz made a motion to approve Resolution No. 2022-54, Rescue Fund Appropriations. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (2) Jeff Vickers made a motion to approve Resolution No. 2022-55, Adopting the Budget for 2023. Keith Fritz seconded the motion. Motion carried unanimously; (3) Jeff Vickers made a motion to approve Resolution No. 2022-56, Adopting the Streetlight Tax Rates for 2023. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously; (4) Paul Whiteman, Jr. made a motion to approve Resolution No. 2022-57, Setting Tax Rates for 2023. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (5) Jeff Vickers made a motion to approve Resolution No. 2022-58, Appropriations of 250th Anniversary Accrual Funds (Winter Banners). Keith Fritz seconded the motion. Motion carried unanimously.

E. Auditor for 2022 Records – Quotes are currently under review.

F. 2023 Traffic Signal Maintenance Agreements – Jeff Vickers made a motion to approve the following C.M. High 2023 Traffic Signal Maintenance Agreements: (1) Clock Tower Plaza Signal; (2) Morgantown Road and McDonald's Signal; (3) SR23 & 10, Morgan Way, Valley Rd., Crossings Blvd, Heritage Dr., and Twin Valley Rd. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

G. Sheds Unlimited Road Closure Update – Steve Stoltzfus, Sheds Unlimited, was in attendance to discuss road closure options for the Sheds Unlimited Phase 2 Land Development

Plan. Mr. Stoltzfus requested approval for a Monday through Saturday closure from 7am to 5pm, and provided detour sign samples. A start date has not been determined yet. The Board requested road closures be between the hours of 9am and 3pm, and offered suggestions for signage.

H. S. Twin Valley Road Right of Way and Truck Traffic Study – No update at this time.

I. Clymer Hill Road Extension – Engineer Anderson explained that easements are currently under review.

J. SR10 Bridge Replacement Project – The Board discussed PennDot’s proposed detour plan. Supervisor Paul Whiteman, Jr. discussed signage for the turnpike ramp at Rt. 10 North. Discussion took place regarding landfill truck traffic options. Supervisor Keith Fritz discussed the option of a road closure for Quarry Road for traffic safety reasons. The Board requested that Engineer Anderson forward the Board’s comments to PennDot.

K. Water and Sewer COVID-ARPA Grant – Paul Whiteman, Jr. made a motion to approve sending an approval letter from the Township to include with the Authority’s application for the PA Small Water and Sewer Grant. Keith Fritz seconded the motion. Motion carried unanimously.

L. Stormwater/Drainage Updates – (1) Rock Ridge stormwater discharge: No update at this time; (2) 91 Broad Ax Pass Stormwater Complaint: Engineer Anderson is currently evaluating this matter; (3) Red Carpet Inn Detention Pond Maintenance: Engineer Anderson will follow up with the Zoning Officer and obtain a status regarding the upkeep of applicable detention pond.

M. Land Development Plans – Keith Fritz made a motion to acknowledge and accept the June 30, 2023 plan review time extension for the XTL Land Development. Paul Whiteman, Sr. seconded the motion. Motion carried 4-1, Paul Whiteman Jr. opposed.

N. Fall Roads Inspection Items (Follow Up) – (1) Morgan Way Stormwater Matter: Inlet pipe is currently being evaluated for condition; (2) North Twin Valley Road (area of Elverson and Joanna) traffic study options under review; (3) North Twin Valley Road Drainage Matter is under review; (4) No Parking Ordinance (comparison of Ordinance and Deed Info.) is under review; (5) Plumwood Road Pond Maintenance update is needed from the applicable HOA.

O. Cell Phone Policy Draft – Under review.

P. Callout Time – The Board requested a revision to the callout time pay policy, minimum 2 hours plus overtime.

TOWNSHIP REPORTS

A. Township Administrator – (1) Annual Appointments document was provided for the Board’s review in preparation for the upcoming reorganization meeting; (2) A draft fee schedule was provided to the Board for review; (3) The Board was informed that the next phase for the codification project is underway.

B. Carnival – Supervisor Paul Whiteman, Jr. thanked Frank and Terri Payne for their years of service to the Carnival Committee.

C. Maintenance Report –

(1) Monthly Maintenance report was reviewed;

(2) Tree Removal: Upon Road Foreman McGowan’s recommendation, Jeff Vickers made a motion to approve tree removal work on Mast Road. Keith Fritz seconded the motion. Motion carried unanimously;

(3) Mulberry Court HOA – Road foreman McGowan informed the Board that he was contacted by the Mulberry Court HOA to discuss tree maintenance requirements.

D. SEO Report – Monthly report reviewed.

E. Library Report – (1) Monthly report reviewed; (2) Financial Assistance request will be addressed at the January 11, 2023 Regular Board Meeting; (3) Security System quote was reviewed. No action taken; (4) Draft Library agreement will be discussed with Library Representatives.

F. Tax Collector Report – Report were reviewed.

G. Police Department – (1) Chief Stolz summarized the monthly report, and informed the Board about Detective assignments reimbursements received; (2) Morgan Way traffic concerns was discussed; (3) Police Car Replacement options was discussed. After discussion, Paul Whiteman, Jr. made a motion to approve Chief Stolz ordering the proposed 2023 Police Interceptor from New Holland Auto Group (CoStars Dealer). Jeff Vickers seconded the motion. Motion carried unanimously; (4) Chief requested the Board’s approval to review the current Township Tow Policy for revisions, if needed.

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

I. EMS report - Monthly report was reviewed.

J. Fire Department – Monthly report was not available at this time.

K. Parks and Recreation – (1) Minutes were reviewed; (2) Request list was reviewed. The Committee requested an updated quote for playground equipment; (3) A Lyons Recreation quote for park equipment was reviewed. After discussion, Keith Fritz made a motion to approve the Lyons Recreation equipment purchase, amount not to exceed \$3,000.00. Jeff Vickers seconded the motion. Motion carried unanimously; (4) The Board thanked tree lighting sponsors for donations; (5) Road Foreman McGowan discussed the Friendship Park security cameras project, phase 2 will include an additional new camera.

L. Planning Commission Minutes – Meeting minutes were reviewed.

M. Water/Sewer Reports – (1) Water Authority minutes were reviewed; (2) No Sewer Authority minutes for review.

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

(1) 2022 Streets Project: Engineer Anderson informed the Board that New Enterprise Stone and Lime addressed the Maple Drive drainage issue. Upon Engineer's recommendation, Paul Whiteman, Jr. made a motion to approve paying NESL a total of \$4,168.28 for the completed street work. Jeff Vickers seconded the motion. Motion carried unanimously. Engineer Anderson explained that the remaining balance of \$1,000.00 was agreed to be withheld for payment as compensation for line painting that was covered by machine tracking.

(2) 160 Willow Glen Driveway matter is on hold until review of pipe condition is completed.

Engineer Anderson informed the Board about proposed improvements for the dairy farm located on Main Street and Rt. 401. He plans on attending PennDot meetings that will take place soon to discuss proposed improvements.

O. Solicitor's Report – Andy Rongaus requested an executive session.

EXECUTIVE SESSION

The Board recessed for an executive session at 8:21PM. Chair Styer called the meeting back to order at 8:51PM indicating that the Executive Session was to discuss a litigation matter.

SUPERVISORS COMMENTS

Paul Whiteman, Jr. informed everyone that there likely will not be a Workshop meeting for this month. He wished everyone a Merry Christmas and a Happy New Year.

At this time, Patti Brann, Trappers Run resident, inquired about the future of any new homes being developed in the Mountaineer Village Community. Supervisor Keith Fritz explained that there are deed restrictions for that community for any new construction.

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously. The meeting adjourned at 8:54PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary