

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

January 11, 2023

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on January 11, 2023 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; Scott Anderson, Kraft Engineering; Jeff Kerlin, Technicon Enterprises; 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

**PSATs News Bulletin December 2022
Berks History Center Contribution Request
Statement of Financial Interests Forms
Municipal Officials Dinner March 16, 2023**

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Jr. made a motion to approve the December 14, 2022 Regular Meeting minutes. Jeff Vickers seconded the motion. Motion carried unanimously.

TREASURERS REPORT

1. The Supervisors reviewed the January 11, 2023 Treasurer's report. Paul Whiteman, Sr. made a motion to accept the Treasurer's report. Jeff Vickers seconded the motion. Motion carried unanimously. The Supervisors discussed the Township Building Mortgage balance.
2. Jeff Vickers made a motion to approve a transfer in the amount of \$80,000.00 to pay the bills. Keith Fritz seconded the motion. Motion carried unanimously.
3. Treasurer Diana Patton reviewed Certificate of Deposit options. After discussion, Keith Fritz authorized Treasurer Diana Patton to submit an application for the PLGIT/PRIME Certificate of Deposit in the amount of \$500,000.00. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

EXPENSE LIST

Jeff Vickers made a motion to pay the January 11, 2023 bills, \$118,984.80 General Fund; \$5,035.44 Street Light Fund; \$12,077.91 Accrual Account; \$20.68 Building Tax Account. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

BUSINESS

A. 20 Pennwood Drive Tree Damage – Lauren Markealli, 20 Pennwood Drive, was present to discuss tree damage that occurred on her property. The Board explained that the damage needs to be reported to her homeowner's insurance company.

Ms. Markealli inquired about the Township's procedures for tree maintenance work. Supervisor Paul Whiteman, Jr. explained that tree service companies are periodically contacted to check tree maintenance requirements for the Township. Supervisor Jeff Vickers discussed issues that arise when trees are planted by residents. Resident Cathy Mundell, Morgan Spring, inquired about tree maintenance requirements for open space/common areas.

Township Tree Maintenance discussion will continue at the January Workshop meeting.

B. Little Mates Land Development Plan Waiver Request – Zoning Officer Jeff Kerlin recommends a Land Development application be submitted to the Township for the proposed work.

C. Sheds Unlimited Road Closure – No update at this time.

D. Wexford Court Improvements – No update at this time.

E. Resolution 2023-06 IRS Mileage Reimbursement Rate – Paul Whiteman, Jr. made a motion to approve Resolution 2023-06. Keith Fritz seconded the motion. Motion carried unanimously.

F. ARPA/Rescue Funds – (1) Paul Whiteman, Jr. made a motion to approve Resolution 2023-18 Supplemental Appropriations. Jeff Vickers seconded the motion. Motion carried unanimously; (2) The Board requested that Department Managers provide proposed projects for ARPA funding.

G. 2021 Audit - (1) Paul Whiteman, Jr. made a motion to ratify the December 14, 2022 RKL Representation Letter. Keith Fritz seconded the motion. Motion carried unanimously; (2) Treasurer Diana Patton summarized the 2021 audit results and informed the Board that the 2021 audit figures have been submitted to DCED.

H. Advertising Auditor – Paul Whiteman, Jr. made a motion to approve advertising Brian Kelly CPA as the auditor for the Township's 2022 records. Keith Fritz seconded the motion. Motion carried unanimously.

I. Dust Busters Cleaning Lady Service – The Board requested monthly invoicing.

J. Twin Valley Fire Department 2023 Contract – The Supervisors reviewed the 2023 budgeted amount for the Fire Department. After discussion, Paul Whiteman, Jr. made a motion to approve the 2023 Twin Valley Fire Department contract as presented. Keith Fritz seconded the motion. Motion carried unanimously.

K. Retired Flags Drop Box – Supervisor Fritz discussed options for a drop box. After discussion, Jeff Vickers made a motion to approve acquiring a retired flags drop box, accessible to the public at the Township Building. Paul Whiteman Sr. seconded the motion. Motion carried unanimously.

L. S. Twin Valley Road Right of Way and Truck Traffic Study – Engineer Anderson and Supervisor Paul Whiteman, Jr. will be discussing road widening options for truck route.

M. Clymer Hill Road Extension – No Update. Utilities under review.

N. SR10 Bridge Replacement Project – Engineer Anderson informed the Board that Township comments have been submitted.

O. Dead Trees Notice – Road Foreman Keith McGowan and Administrator Joan Bair will work on a revised document for the Solicitor’s review.

P. Stormwater/Drainage Updates – (1) Rock Ridge Stormwater Solution: Engineer Anderson will need to obtain contact information from the Township Office; (2) 91 Broad Ax Pass: Engineer Anderson will be meeting with homeowner to discuss the situation; (3) Red Carpet Inn matter: At this time, this item does not need to be on meeting agendas.

Q. Fall Roads Inspection Items (Follow Up) – (1) Morgan Way Stormwater: Engineer Anderson provided an update to the Board. At this time, this item no longer needs to be included on meeting agendas; (2) North Twin Valley Road (area of Elverson and Joanna Road) Traffic Study Options: No update; (3) North Twin Valley Road drainage: Engineer Anderson explained that surveying work is in progress; (4) No Parking Ordinance: No update at this time; (5) Plumwood Road Pond Maintenance – Hillview HOA contact information will be forwarded to Road Foreman McGowan.

R. Street Obstructions Ordinance Draft for Review – This item is under review and coincides with Township Codification project. No action taken at this time.

S. Non-Uniformed Benefits Chart – (1) Longevity Pay proposal for non-uniformed employees was discussed. This item will be further discussed at the Board’s January Workshop meeting; (2) Call-Out Pay: Keith Fritz made a motion to approve amending the Personnel Policy Manual to reflect that call out time will be paid at time and a half, and that pyramiding of overtime pay is not permitted. Jeff Vickers seconded the motion. Motion carried unanimously.

T. Cell Phone Policy (draft) – The Board discussed possible revisions to the draft policy. Solicitor Brown will assist with revisions. In addition, the Board requested that Chief provide a draft policy for the Police Department.

U. Electronic Sign – Paul Whiteman, Jr. made a motion to accept the Signarama (CoStars) quote for a 5x4 electronic sign. Keith Fritz seconded the motion. Motion carried unanimously.

V. Public Works – (1) Paul Whiteman, Jr. made a motion to approve a Lowe’s credit card application for Public Works employee Scott Remolde, no change to Department credit limit. Keith Fritz seconded the motion. Motion carried unanimously; (2) Road Foreman McGowan discussed an additional seasonal CDL driver. Paul Whiteman Jr. made a motion to approve processing job application for a seasonal CDL driver. Keith Fritz seconded the motion. Motion carried unanimously.

W. Police Department –

(1) The Supervisors reviewed a full time resignation letter received. Jeff Vickers made a motion to accept Officer Melissa Karpovich's request to resign her position as a full-time officer effective January 13, 2023, and remain as a Part-Time Officer. Keith Fritz seconded the motion. Motion carried unanimously. Additionally, Jeff Vickers made a motion to approve Melissa Karpovich as a Part-Time Officer effective January 13, 2023, Part-Time pay rate of \$39.49. Keith Fritz seconded the motion. Motion carried unanimously;

(2) Towing Policy Revisions – Chief discussed recommended mileage requirements for wrecker storage facilities. After discussion, Keith Fritz made a motion to approve the revised towing policy as presented. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;

(3) Towing Applications Received – Upon the Chief of Police's recommendation, Paul Whiteman, Sr. made a motion to approve the Matos Township Towing application and agreement. Keith Fritz seconded the motion. Motion carried unanimously. Additionally, Paul Whiteman Sr. made a motion to reaffirm Township Towing Applications for V&M Towing Service Inc. and Creative Customs. Keith Fritz seconded the motion. Motion carried unanimously;

(4) Morgan Truck Body Crosswalk, Vehicle Speeds, and Traffic Control – A follow-up is forthcoming.

Michelle Raymond, Lenape Drive, inquired about towing policy revisions and the vehicle size requirements.

Patty Brann, 51 Trappers Run, inquired about towing response times and procedures for services provided by AAA.

TOWNSHIP REPORTS

A. Township Administrator – No report.

B. Carnival – No report.

C. Maintenance Report – Monthly report reviewed.

D. SEO Report – Monthly report reviewed.

E. Library Report – (1) Monthly report reviewed; (2) Financial Assistance request will be addressed at a later time; (3) Security System quote was reviewed. No action taken; (4) Draft Library agreement will be discussed with Library Representatives.

F. Tax Collector Report – Reports reviewed.

G. Police Department – Chief Stolz summarized the monthly and annual reports.

Patty Brann, 51 Trappers Run, inquired about casino incidents.

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 reports reviewed.

K. Parks and Recreation – (1) No minutes for review; (2) The Board discussed Phase 2 plans for the Park Security Camera System. At this time, Supervisor Paul Whiteman, Jr. discussed the Morgantown Athletic Association (MAA) contract for 2023 which is currently under review and to be discussed with Damon Scott, new MAA contact.

L. Planning Commission Minutes – Meeting minutes were reviewed.

M. Water/Sewer Reports – (1) No 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) Hankin Group Sketch plans were received and reviewed by the Planning Commission; (2) Wendy's/Popeye's construction work has begun.

O. Solicitor's Report – Solicitor Brown announced the upcoming January 24, 2023, 7PM, Green Hills PRD hearing (continuance). In addition, Solicitor Brown informed the Board about the advertising requirements for bids, increased from \$21,900 to \$22,500, and the minimum purchase amount for telephone quotes increased from \$11,800 to \$12,200.

Patty Brann, 51 Trappers Run, inquired about a Homeowners Association for the Airport Property.

EXECUTIVE SESSION

The Board recessed for an executive session at 8:44PM. Chair Styer called the meeting back to order at 9:39PM indicating that the Executive Session was to discuss a litigation 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. The meeting adjourned at 9:39PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary