

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

February 8, 2023

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on February 8, 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

Mike Kauffman introduced himself and explained that he is running for Magisterial District Judge.

CORRESPONDENCE

**2023 Local Technical Assistance Program (LTAP) Courses
Barley Snyder Letter Dated January 17, 2023 – Dissolution of RB Holding
Company
Service Electric Franchise Fee Payment Notice
TIMET Letter Dated February 1, 2023 – Renewal Application
Commonwealth of PA Remittance Advice – Gaming Fund Revenue**

At this time, Chief Stolz and Chief Cassel (Robeson Township) presented Life Saving Award Certificates to Officer Dunlap and Officer Ketterer (Robeson Township).

At 7:04PM, Chair Styer requested an Executive Session. Chair Styer called the meeting back to order at 8:02PM indicating that the Executive Session was to discuss a personnel matter.

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Jr. made a motion to approve the January 3, 2023 Reorganization Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Paul Whiteman, Sr. made a motion to approve the January 11, 2023 Regular Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- C. Jeff Vickers made a motion to approve the January 25, 2023 Workshop Meeting minutes. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

TREASURERS REPORT

1. The Supervisors reviewed the February 8, 2023 Treasurer's report. Paul Whiteman, Jr. made a motion to accept the Treasurer's report. Jeff Vickers seconded the motion. Motion carried unanimously.
2. Keith Fritz made a motion to approve a transfer in the amount of \$51,000.00 for payroll. Jeff Vickers seconded the motion. Motion carried unanimously.

EXPENSE LIST

Keith Fritz made a motion to pay the February 8, 2023 bills, \$106,379.25 General Fund; \$5,179.51 Street Light Fund; \$6,420.00 Accrual Account; \$383.45 Building Tax Account. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

BUSINESS

- A. Police Officer Award Presentation – See Correspondence section above.
- B. 20 Pennwood Drive Tree Damage – Zoning Officer Jeff Kerlin informed the Supervisors about property pins located and identified at this location. It was confirmed that the tree damage at 20 Pennwood Drive was caused by a tree that is on the property owner's land. Paul Whiteman, Jr. made a motion to approve sending a letter to the 20 Pennwood Drive property owner regarding the location of the property pins that are to stay intact, and also request that any expenses incurred for the tree damage matter be submitted to the homeowner's insurance company. Keith Fritz seconded the motion. Motion carried unanimously.
- C. Resident's Request for Stormwater Connection at 40 Pennwood Drive – Mr. Bigelow explained that he has a sump pump situation that requires a plan to divert/channel the water on his property. The Board discussed the option of directing the water to a local inlet box and requested that Mr. Bigelow have a contractor provide a design for the Board's review.
- D. MAA Contract for 2023 – A meeting is scheduled for next week.
- E. Land Development Plans –
 - (1) Sheds Unlimited: Upon the Engineer's recommendation, Paul Whiteman, Jr. made a motion to approve Letter of Credit Release No. 2 in the amount of \$134,430.75 for the Shed's Unlimited Land Development Plan, contingent upon payment of any outstanding Township invoices. Jeff Vickers seconded the motion. Motion carried unanimously;
 - (2) XTL: Upon the Engineer's recommendation, Paul Whiteman, Jr. made a motion approve Bond Release No. 1 in the amount of \$311,351.73 for the XTL Land Development Plan, contingent upon payment of any outstanding Township invoices. Jeff Vickers seconded the motion. Motion carried unanimously;
 - (3) Kidjoy: Upon the Engineer's recommendation, Keith Fritz made a motion to approve Cash Escrow Release No. 1 in the amount of \$245,808.11 for the Kidjoy

Land Development Plan, contingent upon payment of any outstanding Township invoices. Jeff Vickers seconded the motion. Motion carried unanimously;

(4) Hillside Custom Machining: Upon the Engineer's recommendation, Keith Fritz made a motion to approve Letter of Credit Release No. 1 in the amount of \$194,098.50, contingent upon payment of any outstanding Township invoices. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;

(5) Wexford Court: No update;

(6) Morgantown Apartments: Engineer Anderson summarized the review letter provided by the Berks County Planning Commission. The Township's Planning Commission will review the Land Development Plan at their February 21, 2023 Regular meeting.

F. S. Twin Valley Road Right of Way and Truck Traffic Study – No update.

G. Clymer Hill Road Extension – This item is on hold.

H. Fall Roads Inspection Items –

(1) No update for the North Twin Valley Road (area of Elverson and Joanna Road) Traffic Study Options;

(2) No update for the North Twin Valley Road Drainage Matter;

(3) The Plumwood Road pond maintenance matter is in process.

I. Stormwater/Drainage Updates – Engineer Anderson informed the Board that he is currently reviewing the Rock Ridge and 91 Broad Ax Pass stormwater items.

J. Township Office Administrative Assistant – Jeff Vickers made a motion to accept Lorrie Stolz's resignation as of February 10, 2023. Keith Fritz seconded the motion. Motion carried unanimously.

K. Public Works – (1) Upon the Road Foreman and Non-Liaisons recommendation, Paul Whiteman, Jr. made a motion to approve the conditional hire of James Kroger, Full-Time CDL Position, at the pay rate of \$26.30 per hour, effective March 6, 2023. Keith Fritz seconded the motion. Motion carried unanimously; (2) Upon the Road Foreman and Non-Liaisons recommendations, Paul Whiteman, Jr. made a motion to approve the conditional hire of Elizabeth McGlaufflin, Seasonal CDL driver, at the pay rate of \$23.00 per hour, effective February 8, 2023. Keith Fritz seconded the motion. Motion carried unanimously.

L. Police Department –

(1) Paul Whiteman, Sr. made a motion to approve Chief Stolz requesting Fulton Bank lease paperwork for the purchase of the 2023 Ford Police Utility. Jeff Vickers seconded the motion. Motion carried unanimously;

(2) Upon Chief's recommendation, Keith Fritz made a motion to approve proceeding with the next step for selecting and hiring a Full Time Officer. Jeff Vickers seconded the motion. Motion carried unanimously;

(3) Morgan Truck Body Crosswalk, Vehicle Speeds and Traffic Control items are under review.

- M. Longevity Pay Proposal – Keith Fritz made a motion to approve the retroactive Non-Uniformed Longevity Pay Proposal with an eligibility requirement of 5 years of service. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- N. Rescue Funds – (1) Paul Whiteman, Jr. made a motion to approve Resolution No. 2023-21 Supplemental Appropriations. Keith Fritz seconded the motion. Motion carried unanimously; (2) Proposed projects for the remainder of Rescue Funds is under review.
- O. Accrual Account Appropriations – Paul Whiteman, Jr. made a motion to approve Resolution 2023-22, Accrual Account Supplemental Appropriations. Keith Fritz seconded the motion. Motion carried unanimously.
- P. Elected Auditor Appointment – Paul Whiteman, Sr. made a motion to approve Resolution No. 2023-23, Elected Auditor Appointment. Jeff Vickers seconded the motion. Motion carried unanimously.
- Q. Fire Police Request – Jeff Vickers made a motion to approve the Fire Police Request for the May 13, 2023 Conestoga Christian School Event. Keith Fritz seconded the motion. Motion carried unanimously.
- R. Cell Phone Policy – Jeff Vickers made a motion to approve the presented Township cell phone policy with revisions. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- S. Electronic Sign – The Board requested additional information.

TOWNSHIP REPORTS

- A. Township Administrator – No report.
- B. Carnival – No report.
- C. Maintenance Report – (1) Monthly report reviewed; (2) Truck washing procedures agreement is forthcoming including an estimate for the cost. Solicitor Brown discussed reviewing the Inter Municipal agreement.
- D. SEO Report – Monthly report reviewed.
- E. Library Report – (1) Maria Long, Library Director summarized the monthly report and informed the Board that the Library won best event award for the Rock the Library Event; (2) Door quote is forthcoming; (3) Ms. Long requested in increase in the Township’s monetary contribution to the Library. A per capita increase of \$2.50 is requested; (4) Security System quote is under review by Library; (4) Draft Library agreement is under review by Library Board Members.
- F. Tax Collector Report – Reports reviewed.
- G. Police Department – Chief Stolz summarized the monthly report.
- H. Zoning/Code Enforcement Officer – (1) Monthly Zoning/Code report summarized by Zoning Officer Jeff Kerlin.
- I. EMS report - (1) Monthly report reviewed; (2) Balance Sheet was reviewed.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation – (1) No minutes for review; (2) Park Security Cameras plan under review.

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) 2023 Street Work is under review. Engineer Anderson discussed a grant opportunity. Solicitor Brown explained that eligibility requirements will need to be reviewed; (2) No update on the 160 Willow Glen matter; (3) No update on the Morgantown Garage Parking Lot matter.

O. Solicitor’s Report – Solicitor Brown discussed the presented Draft Fireworks Ordinance. After discussion, Keith Fritz made a motion to approve the Fireworks Ordinance as presented. Sandy Styer seconded the motion. The motion failed with 2 in favor and 3 against.

Solicitor Brown provided an update to the Board regarding the Penn National Assessment Appeal.

EXECUTIVE SESSION

No Executive Session requested at this time.

SUPERVISORS COMMENTS

Paul Whiteman, Sr. discussed Senator Martin’s recent visit to Morgantown.

Keith Fritz discussed upcoming grants to be published by PSATs.

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously. The meeting adjourned at 9:25PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary