

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 22, 2023**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on February 22, 2023 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; Jeff Vickers, 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.

CALL TO ORDER

Chairperson Sandra Styer called the meeting to order at 7:15 PM. This was followed by the Pledge of Allegiance.

At this time, Chair Styer announced that prior to the start of this meeting an Executive Session took place for legal advice.

COMMENTS FROM THE ASSEMBLY

Windstream Representative Jeannie Shearer informed the Supervisor about a fiber expansion project that was recently completed to increase service area. A grand opening event is planned, Ms. Shearer requested approval to hold the event in the Township's meeting room. The Supervisors concurred.

Andrew Dankle, 19 Morgan Springs Drive, discussed frequency of power outages occurring in the Pennwood area, and requested the Board's assistance with contacting PPL to inform them about the concerns. The Board requested Township Administrator to draft a letter to PPL for the Board's review at their next Regular Meeting scheduled for March 8, 2023.

CORRESPONDENCE

PSATs News Bulletin – January/February 2023

BUSINESS

- A. Clyde Smith Ballfield – (1) Paul Whiteman Jr. summarized the presented contract and explained that the contract will be turned over to the Twin Valley Baseball Association. After discussion, Paul Whiteman Jr. made a motion to approve the 2023 Clyde Smith Ballfield contract as presented. Keith Fritz seconded the motion. Motion carried unanimously; (2) Paul Whiteman Jr. recommended purchasing new bleachers at Clyde Smith Ballfield Park which will require demolition of the existing bleachers, and installation of a concrete pad. After discussion, Keith Fritz made a motion to approve the Forcine Wall & Patio, Inc quote in the amount of \$3,565.00 for a concrete

bleacher pad at the Clyde Smith Ballfield Park. Paul Whiteman Sr. seconded the motion. Motion carried unanimously.

- B. The Heritage Restaurant Land Development Plan Waiver Request – Representatives from Stoltzfus Enterprises was present to give an overview of the proposed plan. The Supervisors discussed parking concerns. After discussion, Paul Whiteman Jr. made a motion to approve The Heritage Restaurant Land Development Waiver Request, contingent upon obtaining the Zoning Officer’s review and determination letter and complying with applicable Fire Marshall requirements. Jeff Vickers seconded the motion. Motion carried unanimously.
- C. Morgantown Apartments Land Development – Supervisor Jeff Vickers summarized the Planning Commission’s discussion and recommendation regarding reaffirming the Morgantown Apartments Land Development Plan. After discussion, Paul Whiteman Jr. made a motion to reaffirm the Apartments on Main (aka Morgantown Apartments) Land Development Plan approval. Jeff Vickers seconded the motion. Motion carried unanimously.
- D. Notice of Application for Municipal Waste General Permit for 4365 Main Street – Solicitor Brown summarized the Notice of Application and explained that at this time no formal application has been submitted to the Township. The concept plan is currently under review.
- E. Resolution 2023-24, Appointment of Auditor for 2022 Records – Keith Fritz made a motion to approve Resolution 2023-24. Paul Whiteman Sr. seconded the motion. Motion carried unanimously.
- F. Public Works –
 - (1) Road Foreman McGowan discussed a preventative maintenance quote for the Public Works and Police Department garage doors. After discussion, Jeff Vickers made a motion to approve the annual preventative maintenance for the Public Works and Police Department garage doors in the amount of \$1,800.00. Keith Fritz seconded the motion. Motion carried unanimously;
 - (2) Road Foreman McGowan discussed a sewage block at the Township building and explained that a camera survey will be needed to determine where the block is occurring;
 - (3) Road Salt Contract: Paul Whiteman Jr. made a motion to approve Road Foreman Keith McGowan as signer for the 2022-2023 Road Salt Contract Extension. Jeff Vickers seconded the motion. Motion carried unanimously;
 - (4) 9 Oxford Drive Fence – Road Foreman McGowan discussed a fence located at 9 Oxford Drive that appears to be within the Township’s easement. The Board requested that the Zoning Officer be informed and that a report be provided to the Board;
 - (5) 9 Hunters Hill – Road Foreman McGowan informed the Board about access needed to remove a dead tree located in the area of 9 Hunters Hill. The Board requested that the Zoning Officer be informed and that a report be provided to the Board;

(6) Road Foreman McGowan discussed the need for new loader tires. After discussion, Keith Fritz made a motion to approve purchasing four (4) new loader tires in the amount of \$1,900.00 each, and to approve selling old tires and old accessories through Municibid. Paul Whiteman Jr. seconded the motion. Motion carried unanimously;

(7) Upon Road Foreman McGowan's recommendation, Jeff Vickers made a motion to approve the rental of Yak Mats equipment. Keith Fritz seconded the motion. Motion carried unanimously.

At this time, Road Foreman McGowan discussed a dead tree located within the Township's Right of Way on Red Hill Road. The Board supports removal of dead trees that are within the Township's Right of Way. Paul Whiteman Jr. made a motion to approve sending a notice to applicable owner of the dead tree that requires removal. Jeff Vickers seconded the motion. Motion carried, 3-2.

G. Police Department –

(1) Upon Chief's recommendation, Keith Fritz made a motion to hire Andrew McCloskey for the Full-Time Officer job vacancy at the contractual rate of \$35.11 per hour, start date March 6, 2023. Paul Whiteman Jr. seconded the motion. Motion carried unanimously;

(2) Upon Chief's recommendation, Paul Whiteman Sr. made a motion to approve the Fulton Bank Monthly Lease Payment Plan in the amount of \$1,328.03 for the 2023 Ford Interceptor with Upfitting. Keith Fritz seconded the motion. Motion carried unanimously. Solicitor Brown explained that the lease paperwork will be presented to the Board for approval at their March 8, 2023 Regular Meeting.

H. Township Office Administrative Assistant New Hire – After discussion, Keith Fritz made a motion to approve hiring Marguerite Bishop for the Full Time Administrative Assistant job vacancy for the Township Office, at the starting rate of \$24.03 per hour. Jeff Vickers seconded the motion. Motion carried unanimously.

I. Resolution No. 2023-25 – Solicitor Brown summarized the Sourcewell Cooperative Purchase Program Participation Agreement. After discussion, Keith Fritz made a motion to approve Resolution 2023-25. Paul Whiteman Jr. seconded the motion. Motion carried unanimously.

J. Comcast Cable Franchise Agreement – Solicitor Brown summarized the agreement effective March 1, 2023. After discussion, Paul Whiteman Jr. made a motion to approve the Comcast Cable Franchise Agreement effective March 1, 2023. Jeff Vickers seconded the motion. Motion carried unanimously.

K. Electronic Sign Quotes – After discussion, Paul Whiteman Jr. made a motion to approve purchasing the Signarama 5'x4' electronic sign in the amount of \$30,164.27 (CoStars) to be funded by Rescue (ARPA) funds. Jeff Vickers seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION

At this time, Solicitor Brown explained that an additional Executive Session is needed. The Supervisors recessed for an Executive Session at 8:13pm. Chair Styer called the meeting back to order at 8:41pm indicating that the Executive Session was to discuss a legal matter.

SUPERVISORS COMMENTS

No Comments.

ADJOURNMENT

Paul Whiteman Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. Meeting adjourned at 8:42pm.

Respectfully Submitted,

Joan A. Bair
Township Secretary