

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

**March 8, 2023**

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on March 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; Solicitor Eric Brown, Siana Law; Paul Stolz, Chief of Police; Scott Anderson, Township Engineer; Jeff Kerlin, Township Zoning Officer; 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**

Melissa Seidel-Karpovich introduced herself and explained that she is running for Magisterial District Judge.

**CORRESPONDENCE**

**Commonwealth of PA Remittance Notice – Liquid Fuels  
Berks County Public Works Association April 13, 2023 Meeting Notice  
Application for a DEP Water Quality Management Permit Notice  
Elverson EMS CPR Class Offered Saturday, March 25, 2023**

**MINUTES OF THE PREVIOUS MEETING**

- A. Paul Whiteman, Sr. made a motion to approve the February 8, 2023 Regular Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Paul Whiteman, Jr. made a motion to approve the February 22, 2023 Workshop Meeting minutes. Jeff Vickers seconded the motion. Motion carried unanimously.

**TREASURERS REPORT**

- 1. The Supervisors reviewed the March 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. Paul Whiteman, Jr. made a motion to approve a transfer in the amount of \$48,000.00 for payroll. Keith Fritz seconded the motion. Motion carried unanimously.

**EXPENSE LIST**

Keith Fritz made a motion to pay the March 8, 2023 bills, \$382,752.88 General Fund; \$5,178.63 Street Light Fund; \$33,682.76 Accrual Account; \$993.45 Building Tax Account;

Transfer \$245,808.11 from Escrow Account to General Fund. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

**BUSINESS**

- A. Planning Commission Letter of Interest – Jeff Vickers made a motion to approve the appointment of David Jakubek to fill the current Planning Commission vacancy. Keith Fritz seconded the motion. Motion carried unanimously. A Resolution with appointment term will be presented at the March Workshop meeting.
- B. Parks and Recreation Committee Letter of Interest – Paul Whiteman, Jr. made a motion to approve the appointment of Erin McMullen, non-resident, to fill the current Parks and Recreation Committee vacancy, subject to Solicitor’s review of eligibility requirements. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- C. Appointment of Environmental Scientist to Conduct Township Reviews – Paul Whiteman, Jr. made a motion to table the Environmental Scientist appointment item. Keith Fritz seconded the motion. Motion carried unanimously.
- D. Pennwood Community Power Outages – Under review by PPL.
- E. Planning Commission Recommendation to Update Township Sidewalk Plan – The Board consensus is to update the Township’s Sidewalk Plan and obtain assistance from Kraft Municipal Group.
- F. 40 Pennwood Drive – No update at this time. Item can be added to a meeting agenda upon receipt of update from property owner.
- G. Land Development Plans –
  - (1) Sheds Unlimited: No update at this time;
  - (2) Twin Valley Coffee: Engineer Anderson explained that plans have been resubmitted and that funding requirements are in process. At this time, Engineer Anderson recommended the Board reaffirms the plan approval. After discussion, Paul Whiteman, Jr. made a motion to reaffirm the Twin Valley Coffee Land Development plan approval. Keith Fritz seconded the motion. Motion carried unanimously;
  - (3) Wexford Court Improvements – No update at this time;
  - (4) XTL – Engineer Anderson explained that this project is on hold at this time.
- H. 371 Swamp Road – Solicitor Brown recommended the Board authorize the filing of a Municipal Lien in the amount of \$3,882.00 for an outstanding invoice for driveway pipe work required by the Township. After discussion, Paul Whiteman, Jr. made a motion to approve authorizing the Solicitor to file a Municipal Lien against the property owner at 371 Swamp Road in the amount of \$3,882.00, plus applicable court costs, for driveway pipe work required by the Township.
- I. S. Twin Valley Road Right of Way and Truck Traff Study – No update.
- J. Clymer Hill Road Extension – After discussion, the Board determined that this item no longer is required to be on meeting agendas.

- K. Fall Roads Inspection Items – (1) North Twin Valley Road Traffic Study Options: Chief discussed truck traffic restrictions proposed for Quarry Road, more information forthcoming; (2) North Twin Valley Road Drainage Matter is under review by Engineer Anderson; (3) Plumwood Road Pond Maintenance is currently under review by Road Foreman McGowan and Zoning Officer Jeff Kerlin.
- L. Stormwater/Drainage Updates – (1) Rock Ridge matter is under review by Engineer Anderson; (2) 91 Broad Ax Pass matter is under review by Engineer Anderson.
- M. One Year Appointments for Review and Revisions – After discussion, Paul Whiteman, Jr. made a motion to approve revising the 2023 One Year Appointments to appoint Margie Bishop as the Parks and Recreation Liaison, Village Library Liaison, Assistant Township Secretary and Open Records Officer, to replace former incumbent Lorrie Stolz. Jeff Vickers seconded the motion. Motion carried unanimously.
- N. RoadMaster/Public Works Director Draft Job Description – Under review, no action taken at this time.
- O. Credit Card Limit Increase for Departments – After discussion, Keith Fritz made a motion to increase each Department Heads credit card limit to \$5,000.00. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- P. Public Works – (1) Tree Removal Resolution to be discussed at March Workshop; (2) Regulating Streets and Sidewalk Obstructions Draft Ordinance: No action taken.
- Q. New Police Vehicle Lease Documentation for Approval – (1) Paul Whiteman, Jr. made a motion to approve Resolution 2023-27, Addition to Master Lease with Fulton Bank. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (2) Paul Whiteman, Jr. made a motion to approve signer as Paul Stolz, Jr. for the Fulton Bank Property Schedule No. 4000-32537. Keith Fritz seconded the motion. Motion carried unanimously; (3) Paul Whiteman, Jr. made a motion to approve the Precommencement Funding Agreement and Authorization Certificate. Jeff Vickers seconded the motion. Motion carried unanimously.
- R. ARPA/Rescue Funds – (1) Paul Whiteman, Jr. made a motion to approve Resolution No. 2023-26 Supplemental Appropriations. Keith Fritz seconded the motion. Motion carried unanimously; The Supervisors reviewed the proposed projects for the remaining rescue funds.

## **TOWNSHIP REPORTS**

- A. Township Administrator – 2022 audit has begun; New Township Administrative Assistant started March 6, 2023.
- B. Carnival – (1) Upon Paul Whiteman, Jr.’s recommendation, Keith Fritz made a motion to approve the Jess Zimmerman Band Entertainment Contract and Deposit in the amount of \$1,000.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (2) Upon Paul Whiteman, Jr.’s recommendation, Jeff Vickers made a

motion to approve the JB Sound & Entertainment LLC Contract and Deposit in the amount of \$1,000.00. Keith Fritz seconded the motion. Motion carried unanimously.

- C. Maintenance Report – (1) Monthly report reviewed; (2) Truck washing procedures: no update at this time.

Road Foreman McGowan discussed the previously approved advertisement of used loader tires. Paul Whiteman, Jr. made a motion to approve advertising the used loader tires on Municibid (reserve amount of \$1,500.00) and in the Lancaster Farming publication. Jeff Vickers seconded the motion. Motion carried unanimously.

- D. SEO Report – Monthly report reviewed.

- E. Library Report – (1) Monthly report reviewed; (2) Door quote forthcoming; (3) Draft Agreement under review.

- F. Tax Collector Report – No reports for review.

- G. Police Department – Chief Stolz summarized the monthly report and department activities.

- H. Zoning/Code Enforcement Officer – (1) Monthly Zoning/Code report summarized by Zoning Officer Jeff Kerlin. Mr. Kerlin discussed a resolved enforcement action. Paul Whiteman, Jr. discussed the Board’s expectations for zoning enforcement.

- I. EMS report - Monthly report reviewed.

- J. Fire Department – Monthly report reviewed.

- K. Parks and Recreation – (1) Minutes were reviewed; (2) The Request List items for discussion were as follows:

- Paul Whiteman, Jr. made a motion to approve the Easter event budget in the amount of \$1,000.00. Keith Fritz seconded the motion. Motion carried unanimously;
- Paul Whiteman, Jr. made a motion to approve the swap meet (Community Days) during the Easter event. Keith Fritz seconded the motion. Motion carried unanimously.
- Keith Fritz made a motion to approve the Food Truck Festival for September 24, 2023 with a budget amount of \$3500.00, and insurance certificates from truck vendors. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- The Committee requested that the approved Clyde Smith Ballfield contract be reviewed for the suggested revisions previously provided;
- Ideas for utilizing 250<sup>th</sup> Anniversary Funds was discussed. Colt Grazioli will provide recommendations for a plaque;

- Ideas for a slow pitch league was discussed. The Board requested Township Administrator to contact insurance agent regarding insurance requirements.

At this time, Paul Whiteman, Jr. discussed the bleachers installation project at the Clyde Smith Ball park. Terri Payne, Parks and Recreation Member, shared her disappointment with the removal of old bleachers.

The Board was informed that the Twin Valley Association is starting their practice sessions next week. Colt Grazioli suggested placement of fencing in areas where there is construction in progress.

Colt Grazioli inquired about work estimates for park bathroom door, snack shack door and lock.

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) Bridge inspection report completed;

(2) Engineer Anderson provided a 2023 Street Work recommendation report and explained that the Thousand Oaks Storm Drain project is currently under review. Upon Engineer's recommendation, Paul Whiteman, Jr. made a motion to approve advertising Bids for the proposed 2023 Street Work. Jeff Vickers seconded the motion. Motion carried unanimously;

(3) Engineer Anderson reported that the Apartments on Main site work has begun;

(4) Engineer Anderson discussed the Turnpike's upcoming project and the impact on traffic. Construction is likely to begin next year, detours will be planned.

O. Solicitor's Report – Solicitor Brown requested an executive session.

### **EXECUTIVE SESSION**

The Board recessed for an Executive Session at 8:24PM. Chair Styer called the meeting back to order at 9:33PM indicating that the Executive Session was for personnel and legal advice.

### **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 9:34PM.

Respectfully Submitted,

JOAN A. BAIR  
Administrator/Secretary