

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

April 12, 2023

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on April 12, 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; Sergeant Matthew Menna, Police Department; Diana Patton, Treasurer; 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.

At this time, Chair Styer requested an Executive Session. The Board recessed for an Executive Session at 7:01PM. Chair Styer called the meeting back to order at 7:34PM indicating that the Executive Session was for legal advice and a litigation matter.

COMMENTS FROM THE ASSEMBLY

Ms. Slanga, Noah's Glen Animal Hospital, shared her concerns about vehicles entering her property illegally. The Board asked that the Police Department look into applicable criminal violations and enforcement actions that can be taken.

CORRESPONDENCE

PA DEP Letter – Vanguard Organics Project Review Letter
PA DEP Letter – Bridge Replacement Project Review Letter
PA Liquor Control Board – Transfer Application for 110 Morview Blvd.
Berks County Conservation District Letter – Sheds Unlimited Phase II Project
Berks County Conservation District Notice – Mosquito & Tick Surveillance Program
PSATs Conference – REMINDER
PSATs 2023 Proposed Resolutions and Nominations Report
Redevelopment Authority of Berks Consolidated Annual Performance and Evaluation
Berks County Public Works Association Meeting Notice for Thursday, April 13, 2023
Elverson Honey Brook EMS Community Open House Saturday, June 24, 2023
Senator Martin Coffee & Conversations Event, April 19, 2023 8am-9am Township Mtg Rm

MINUTES OF THE PREVIOUS MEETING

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

TREASURERS REPORT

1. The Supervisors reviewed the April 12, 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 \$62,000.00 for payroll. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

EXPENSE LIST

Jeff Vickers made a motion to pay the April 12, 2023 bills, \$136,027.42 General Fund; \$5,178.63 Street Light Fund; \$6,383.54 Accrual Account; \$1,539.45 Building Tax Account. Keith Fritz seconded the motion. Motion carried unanimously.

BUSINESS

- A. Joint Board of Supervisors and Planning Commission Meeting – The Supervisors discussed an upcoming joint meeting scheduled for April 18, 2023, 6:30PM regarding a proposed Anaerobic Digester System for 4365 Main Street. Solicitor Brown summarized the DEP letters received regarding the application. Engineer Anderson informed the Board that the Township will receive notice of the NPDES permit application upon submission.
- B. Appoint Environmental Scientist to Conduct Township Reviews – Jeff Vickers made a motion to approve the appointment of Liberty Environmental to conduct a Review Letter for the Township regarding the proposed Anaerobic Digester System for 4365 Main Street. Keith Fritz seconded the motion. Motion carried unanimously.
- C. TIMET Morgantown Substation Land Development Plan Waiver Request – Terry Naugle, project representative, discussed the proposed plan and explained that the Developer will be applying for a variance due to setback requirements. Engineer Anderson summarized the Kraft Municipal Group review letter. Upon the Engineer's recommendation, Paul Whiteman, Sr. made a motion to approve the TIMET Substation Land Development Plan Waiver Request, subject to satisfying the Kraft Municipal Group Review Letter comments and Zoning Hearing Board requirements. Jeff Vickers seconded the motion. Motion carried unanimously.
- D. Address Request – Paul Whiteman, Jr. made a motion to approve the 66 Alecs Lane address request. Jeff Vickers seconded the motion. Motion carried unanimously.
- E. Zoom Access for Meetings – Jeff Vickers made a motion to approve suspending zoom access for Township meetings until further notice. Keith Fritz seconded the motion. Motion carried unanimously.
- F. Tax Collector Audit – Jeff Vickers made a motion to approve Brian T. Kelly, CPA & Associates as the auditor for the Township's Tax Collector records. Keith Fritz seconded the motion. Motion carried unanimously.

- G. COMCAST Meeting Request – A meeting date will be coordinated with the Township Engineer and Road Foreman to discuss construction plans.
- H. Pennwood Community Power Outages – An update is forthcoming.
- I. 2023 Soccer Field Agreement – The agreement will be forwarded to the new Soccer Club President for review and signature.
- J. Fire Police Request for June 3, 2023 – Jeff Vickers made a motion to approve the Fire Police Request Form for the June 3, 2023 Legion Post 537 Bike Show. Keith Fritz seconded the motion. Motion carried unanimously.
- K. Fire Police Request for April 16, 2023 – Paul Whiteman, Sr. made a motion to approve the Fire Police Request Form for the April 16, 2023 Indoor/Outdoor Swap Meet at the Classic Auto Mall. Jeff Vickers seconded the motion. Motion carried unanimously.
- L. Resolution 2023-32 – Keith Fritz made a motion to approve Resolution 2023-32, Authorized Signer for Belmont Trailer. Jeff Vickers seconded the motion. Motion carried unanimously.
- M. Resolution 2023-33 – Paul Whiteman, Jr. made a motion to approve Resolution 2023-33, Accrual Account Supplemental Appropriations. Jeff Vickers seconded the motion. Motion carried unanimously.
- N. Birdsboro Annual Firearms Range Use Agreement – Paul Whiteman, Jr. made a motion to approve the Birdsboro Annual Firearms Range Use Agreement. Jeff Vickers seconded the motion. Motion carried unanimously.
- O. RoadMaster/Public Works Director Draft Job Description – Jeff Vickers made a motion to approve the presented RoadMaster/Public Works Director Job Description. Keith Fritz seconded the motion. Motion carried unanimously.
- P. Land Development Plans – Update
 - (1) Wendy's/Popeye's Escrow Release Request – Upon the Engineer's recommendation, Paul Whiteman Jr. made a motion to approve the Wendy's/Popeye's Letter of Credit Escrow Release No. 1 in the amount of \$82,179.68, subject to paying any outstanding Township invoices. Jeff Vickers seconded the motion. Motion carried unanimously;
 - (2) Sheds Unlimited Road Closure Plans – No update;
 - (3) Wexford Court Improvements – No update;
 - (4) XTL – No update.
- Q. S. Twin Valley Road Right of Way and Truck Traffic Study – Solicitor Brown explained that Singer is in contact with client regarding this matter.

R. Fall Roads Inspection Items – Follow Up

- (1) North Twin Valley Rd. (Elverson, Joanna, and Quarry Road) Traffic Study Options – No update
- (2) North Twin Valley Road Drainage Matter – Engineer Anderson explained that this item is under review;
- (3) Plumwood Road Pond Maintenance – No update.

S. Stormwater/Drainage Updates

- (1) Rock Ridge – Engineer Anderson explained that an agreement is under review;
- (2) 91 Broad Ax Pass Stormwater – Engineer Anderson explained that this item is to be finalized by the next Township meeting.

T. Public Works –

- (1) TriCounty Landscape Estimate for Approval – Upon Road Foreman McGowan’s recommendation, Paul Whiteman, Jr. made a motion to approve the TriCounty Landscape estimate in the amount of \$5,570.51. Keith Fritz seconded the motion. Motion carried unanimously. The Board discussed a Spring/Fall rotation for landscaping work;
- (2) Line Painting Quotes – Upon Road Foreman McGowan’s recommendation, Paul Whiteman, Jr. made a motion to approve the Alpha Space Control, LLC line painting quote in the amount of \$16,640.30. Keith Fritz seconded the motion. Motion carried unanimously;
- (3) 12 Oxford Drive Fence Within Easement – this item is under review;
- (4) 9 Hunters Hill Tree Matter – Upon Road Foreman McGowan’s recommendation, Keith Fritz made a motion to approve obtaining tree services from David Sparr to remove hazardous tree in the area of 9 Hunters Hill Drive. Jeff Vickers seconded the motion. Motion carried unanimously;
- (5) Tree Removal Resolution – Upon Road Foreman McGowan’s recommendation, Paul Whiteman, Jr. made a motion to prepare a Tree Removal Resolution with updated streets listing. Keith Fritz seconded the motion. Motion carried unanimously.

TOWNSHIP REPORTS

A. Township Administrator – Electronic Sign has been installed.

B. Carnival –

- (1) Upon Paul Whiteman, Jr.’s recommendation, Jeff Vickers made a motion to approve the Jeff Krick Performance Contract in the amount of \$2,000.00. Keith Fritz seconded the motion. Motion carried unanimously;

- (2) Upon Paul Whiteman, Jr.'s recommendation, Keith Fritz made a motion to approve the International Fireworks Contract in the amount of \$15,000.00 for June 16 and June 17, 2023. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
- (3) Upon Paul Whiteman, Jr.'s recommendation, Keith Fritz made a motion to approve the Vuja De Band contract in the amount of \$1,500.00. Jeff Vickers seconded the motion. Motion carried unanimously.

At this time, Paul Whiteman, Jr. recommended the Board' approval for obtaining a quote for a 18x28 dance floor, approximate cost of \$1,764.00. Paul Whiteman, Sr. made a motion to approve obtaining a quote for an 18x28 dance floor. Keith Fritz seconded the motion. Motion carried unanimously.

C. Maintenance Report –

- (1) Monthly report reviewed. Road Foreman McGowan discussed New Morgan Borough's current construction projects and the potential impact on Township stormwater systems;
- (2) Engineer Anderson explained that the 2023 street work will be advertised. The condition of Kline Road was discussed. Engineer Anderson discussed permitting requirements and the estimated cost of \$30,000.00 for the permit;
- (3) Road Foreman McGowan discussed facility improvements for the near future including the relocation of the fuel island in preparation for a new salt shed.

D. SEO Report – Monthly report reviewed.

E. Library Report – (1) Monthly report reviewed. Kate Shuhler, Library Representative discussed upcoming activities; (2) Door quote forthcoming; (3) Agreement is under review; (4) The Board was informed about the Library Director's resignation; (5) Kate Shuhler discussed the need for AEDs at the Library. The Board requested that the Library contact the Police Department for AED information.

F. Tax Collector Report – (1) Monthly reports reviewed; (2) The Board reviewed the 2021 audit report.

G. Police Department – Monthly report reviewed.

H. Zoning/Code Enforcement Officer – (1) Monthly Zoning/Code report summarized by Zoning Officer Jeff Kerlin. Mr. Kerlin discussed potential encroachments in Open Space areas that are currently under review.

Patti Brann, Trappers Run, inquired about retention of land development plans/records.

I. EMS report - Monthly report reviewed.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation –

(1) Minutes were reviewed. Michelle Raymond, Lenape Drive, inquired about bleachers;

(2) The Request List items were discussed as follows: 250th Anniversary Funds will be used for banners; seasonal activities that require Maintenance Department's assistance will be handled Monday-Thursday during business hours; The Board requested more details regarding the committee's plans for slow pitch leagues;

(3) Park Security Cameras – Road Foreman McGowan explained that a 20 foot pole has been ordered for the camera system. After discussion, Paul Whiteman, Jr. made a motion to approve the Vector Security Camera quote in the amount of \$1,825.00. Keith Fritz seconded the motion. Motion carried unanimously;

(4) Basketball Court Repaving Quotes were reviewed.

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) 160 Willow Glen Driveway Matter – pipe video work to be done;

(2) Morgantown Garage Parking Lot – Under review.

Additionally, Engineer Anderson discussed the following: (1) C.M High's assistance with the Green Light Go program continues; (2) A quote for the Thousand Oaks work is forthcoming; (3) Morgan Corp recently purchased a new parcel and will be submitting a Zoning Hearing Board application in the near future to request a variance. Paul Whiteman, Jr. inquired about the impact to their existing lot.

O. Solicitor's Report – No items for discussion.

SUPERVISORS COMMENTS

Paul Whiteman, Sr. provided an update regarding Chief.

Paul Whiteman, Jr. informed everyone that Carnival plans are underway. Local vendors are needed.

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously. The meeting adjourned at 9:06PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary