

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

May 10, 2023

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on May 10, 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.

COMMENTS FROM THE ASSEMBLY

Ms. Drake, Mast Road, inquired about Plank Property plans. Solicitor Brown explained that plans are unknown.

CORRESPONDENCE

**Commonwealth of PA – Remittance Advice Gaming (casino) Funds for 1st Quarter
Excellence in Government Donation Request**

**Berks County Conservation District Letter – E&S Plan for Hopewell Christian Fellowship
Unruh Turner Burke & Frees Letter – RAI Real Estate Advisers Articles of Dissolution
PA DEP Notice of Violation – Behringer Saws, Inc.**

**Liberty Environmental, Inc. Comments on Air Quality Plan Approval Application
Submitted by Vanguard Organics, LLC for Food Waste Processing & Anaerobic
Digester Project**

Redevelopment Authority of the County of Berks Letter Dated May 1, 2023

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Sr. made a motion to approve the April 12, 2023 Regular Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Keith Fritz made a motion to approve the minutes for the April 18, 2023 Special Joint Meeting. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- C. Paul Whiteman, Sr. made a motion to approve the April 25, 2023 Spring Roads Inspection Meeting Minutes. Jeff Vickers seconded the motion. Motion carried unanimously.
- D. Jeff Vickers made a motion to approve the April 26, 2023 Workshop Meeting Minutes. Keith Fritz seconded the motion. Motion carried unanimously.

TREASURERS REPORT

1. The Supervisors reviewed the May 10, 2023 Treasurer's report. Paul Whiteman, Jr. made a motion to accept the Treasurer's report. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
2. Paul Whiteman, Jr. made a motion to approve a transfer in the amount of \$50,000.00 for payroll. Keith Fritz seconded the motion. Motion carried unanimously.

EXPENSE LIST

Jeff Vickers made a motion to pay the May 10, 2023 bills, \$263,314.90 General Fund; \$5,178.63 Street Light Fund; \$14,641.00 Accrual Account; \$450.29 Building Tax Account. Keith Fritz seconded the motion. Motion carried unanimously.

BUSINESS

- A. Ratify Fulton Bank Amendment – Keith Fritz made a motion to ratify the Chair's signature for the Fulton Bank Amendment to extend the cutoff date for Section 4 of Police Vehicle Lease. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- B. Resolutions – (1) Paul Whiteman, Jr. made a motion to approve Resolution 2023-37, Accrual Funds Supplemental Appropriations. Keith Fritz seconded the motion. Motion carried unanimously; (2) Paul Whiteman, Sr. made a motion to approve Resolution 2023-38, Rescue Funds Supplemental Appropriations. Keith Fritz seconded the motion. Motion carried unanimously; (3) Keith Fritz made a motion to approve Resolution 2023-39, Disposition of Public Records as Set Forth in the Municipal Records Manual. Jeff Vickers seconded the motion. Motion carried unanimously.
- C. Soccer Field Agreement – Paul Whiteman, Jr. made a motion to approve the 2023 Soccer Field Agreement. Jeff Vickers seconded the motion. Motion carried unanimously.
- D. Village Library Agreement – Public Works Director Keith McGowan discussed the remaining landscaping work to be done by the Township. After discussion, Keith Fritz made a motion to approve the Village Library Agreement. Jeff Vickers seconded the motion. Motion carried unanimously.
- E. Parks and Recreation Ordinance Revisions – Under review.
- F. Public Works Director Pay Rate – Jeff Vickers made a motion to approve increasing Public Works Director Keith McGowan's pay rate to \$36.00 per hour, retroactive date April 26, 2023. Keith Fritz seconded the motion. Motion carried unanimously.

Additionally, Jeff Vickers made a motion to approve adding one (1) additional year of vacation time to all eligible Non-Uniformed employees with 20 years or more service, effective next payroll. Keith Fritz seconded the motion. Motion carried unanimously.

- G. Twin Valley Coffee Land Development Plans – (1) Paul Whiteman, Sr. made a motion to approve the Twin Valley Coffee Development Agreement as presented. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously; Paul Whiteman, Jr. made a motion to approve the Twin Valley Coffee Financial Agreement as presented. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; Keith Fritz made a motion to approve the Twin Valley Coffee Stormwater Agreement as presented. Jeff Vickers seconded the motion. Motion carried unanimously. (2) It was noted that the Twin Valley Coffee Land Development plans are ready for Board Member signatures.
- H. Land Development Plans Update – (1) Sheds Unlimited Road Closure plans were discussed. Mr. Steve Stoltzfus, Sheds Unlimited, was in attendance and informed the Board that road work for the project will begin on or about June 15, 2023; (2) XTL Land Development Plan – No update.
- I. S. Twin Valley Road Right of Way and Truck Traffic Study – No update.
- J. Fall Roads Inspection Items – (1) North Twin Valley Road Traffic Study Options was discussed. The Board concurred with the Township proceeding with performing a study for Elverson Road, Joanna Road, and Quarry Road; (2) North Twin Valley Road Drainage update was provided by Engineer Anderson. A plan is forthcoming; (3) Plumwood Road Pond Maintenance update was provided by Public Works Director McGowan. Pond Maintenance ownership has been determined which requires further review.
- K. Stormwater/Drainage Updates – (1) Alternative stormwater discharge solution was discussed. Engineer Anderson explained that the proposed work is per recorded plans. After discussion, Paul Whiteman, Jr. made a motion to approve Engineer Anderson contacting Rock Ridge resident Mr. Metz for comments to Township within 30 days. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (2) 91 Broad Ax Pass – Engineer Anderson will provide a report to the Board at their next Regular meeting.
- L. 12 Oxford Drive Fence (Open Space Encroachment) – Zoning Officer Jeff Kerlin explained that a fence encroachment agreement is currently under review.
- M. Valley Ponds Community Association Request for Additional Parking Spaces – Options for request were discussed. Solicitor Brown discussed Land Development requirements regarding roads. Engineer Anderson will respond to HOA regarding Valley Ponds Road and options for addressing parking issue.
- N. COMCAST Construction Utility Mark Out/Contractor – Public Works Director McGowan discussed coordination of the utility location task for the COMCAST project. A quote for third party utility work assignment is forthcoming.

- O. Weeds Ordinance for Review and Discussion – The Board requested that a list of properties in violation of the Weeds Ordinance be compiled, and violation notices be issued by the Zoning Officer.
- P. Zoning Hearing Board Notice – The Board was informed about the TIMET Substation Variance Application, hearing is scheduled for May 25, 2023.

TOWNSHIP REPORTS

- A. Township Administrator – Electronic Sign contractor will be here tomorrow to complete the work.
- B. Carnival – Paul Whiteman, Jr. informed the Board that vendors spaces are filled. Donations are still being accepted.
- C. Maintenance Report – Monthly report was reviewed.
- D. SEO Report – Monthly report reviewed.
- E. Library Report – (1) Monthly report reviewed. Kate Shuhler, Library Representative informed the Board that the search for a new Director continues; (2) Door quote forthcoming.
- F. Tax Collector Report – Monthly reports reviewed.
- G. Police Department – Monthly report reviewed.
- H. Zoning/Code Enforcement Officer – Monthly report reviewed. Zoning Officer Jeff Kerlin discussed the Highcroft open space easement document which will be forwarded to the Township Solicitor for review.

At this time the Board discussed the Heritage Restaurant improvements.

- I. EMS report - Monthly report reviewed.
- J. Fire Department – Monthly report reviewed.
- K. Parks and Recreation – (1) Minutes were reviewed; (2) Request list was reviewed, items addressed were as follows:
 - Paul Whiteman, Jr. made a motion to approve the \$600.00 budget for cornhole boards purchase. Keith Fritz seconded the motion. Motion carried unanimously;
 - The Board requested the Administrator to obtain information regarding the end date for baseball season;

- Paul Whiteman, Jr. discussed Clyde Smith restrooms and concerns about mold. Public Works Director McGowan will obtain contractor's report.
- The Board discussed lattice/netting materials for carnival stage. Public Works Director McGowan will obtain pricing.
- Terri Payne, Parks and Rec member informed the Board about an issue with bees at the ball park. Public Works McGowan will coordinate getting the area sprayed.

L. Planning Commission Minutes – Meeting minutes were reviewed.

M. Water/Sewer Reports – (1) No Water Authority minutes for review; (2) No Sewer Authority minutes for review.

N. Engineer's Report – Monthly report reviewed. Engineer Anderson discussed the following:

- Green Light Go funding options for traffic signal upgrades was discussed. Engineer Anderson recommends upgrades for the Rt. 176/Rt. 10 intersection to be coordinated with Lancaster County and PennDot;

- The Board discussed grant writing assistance. Treasurer Diana Patton suggested contacting PSATs for options.

O. Solicitor's Report – Executive Session requested.

EXECUTIVE SESSION

The Board recessed for an Executive Session at 8:00pm. Chair Styer called the meeting back to order at 9:00pm indicating that the session was for personnel and litigation matters.

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 9:01PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary