

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

June 12, 2023

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on June 12, 2023 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, pursuant to notice according to law.

ATTENDING OFFICIALS

Sandra Styer, Chairperson; Keith Fritz, Supervisor; Paul Whiteman, Sr., Supervisor; Jeff Vickers, Supervisor; Solicitor Eric Brown, Siana Law; Paul Stolz, Chief of Police; Diana Patton, Treasurer; Jeff Kerlin, Township Zoning Officer; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary. Absent Members: Paul Whiteman, Jr, Supervisor; Scott Anderson, Township Engineer.

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

Mark Slider, 160 Willow Glen Road, discussed a sink hole matter occurring on his premises. Mr. Slider requested that the Township consider his concerns and expeditiously determine a course of action for repairs.

CORRESPONDENCE

PSATs News Bulletin May 2023

PA DEP Letter Dated May 31, 2023 – Funding for Environmental Education Projects

Reading Area Transportation Study - Draft Plans

Reading Area Transportation Study – FY 2027 – 2050 Long Range Transportation Plan

Berks County Conservation District Letter Dated March 2023 – Membership Information

Service Electric Letter Dated May 30, 2023 – Reduced Internet Rates

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Sr. made a motion to approve the May 10, 2023 Regular Meeting minutes. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.
- B. Jeff Vickers made a motion to approve the May 24, 2023 Workshop Meeting Minutes. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

TREASURERS REPORT

- 1. The Supervisors reviewed the June 12, 2023 Treasurer's report. Jeff Vickers made a motion to accept the Treasurer's report. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.
- 2. Keith Fritz made a motion to approve a transfer in the amount of \$200,000.00 for bills. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.

3. New PLGIT Account – Keith Fritz made a motion to approve opening a new PLGIT Account for the General Fund in the amount of \$500,000.00. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.

EXPENSE LIST

The Treasurer explained that a discrepancy was found in the total amount of General Fund bills to pay, difference of \$115.84. After discussion, Jeff Vickers made a motion to pay the June 12, 2023 bills, \$324,811.27 General Fund; \$5,178.63 Street Light Fund; \$35,755.11 Accrual Account; \$88,387.95 Building Tax Account. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

BUSINESS

- A. 2023 Road Work Project Bids – Upon Engineer’s recommendation, Keith Fritz made a motion to approve awarding the 2023 Roadwork Project to H&K Group, Inc. for the base bid in the amount of \$303,760.24. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.
- B. Summer Work Schedule for Non-Uniformed Employees – The Board discussed the option of Non-Uniformed Employees working 4 10-hour days. After discussion, Keith Fritz made a motion to approve a 4/10 flexible work schedule for Non-Uniformed employees for the Summer, Township Office personnel expected to alternate days off. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.
- C. Resolution No. 2023-42 – Paul Whiteman, Sr. made a motion to approve Resolution No. 2023-42, Supplemental Appropriations for the Accrual Fund. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.
- D. Aerobic Digester Ordinance (Draft) – No discussion, this item is under review at this time.
- E. Parks and Recreation Ordinance Revisions – Keith Fritz made a motion to approve advertising the revised Parks and Recreation Ordinance. Jeff Vickers seconded the motion, 4-0.
- F. Complaint Form Received May 24, 2023 – The Supervisors reviewed the complaint form regarding mowing activity in the Pennwood community. Best practices for mowing is information that is communicated to residents through the Township’s website, facebook page, and newsletter. No action was taken for this agenda item.
- G. MAA Mowing Status – Public Works Director Keith McGowan informed the Board that the overgrown grass at the MAA ballfield has been mowed by the Public Works department in preparation for the Carnival.
- H. Fire Police Assistant Request – Jeff Vickers made a motion to approve the Fire Police Assistance form for the June 13-17, 2023 Carnival. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.
- I. Land Development Plans Update –

- (1) Sheds Unlimited Road Closure plans was discussed. Public Works Director Keith McGowan informed the Board that road signs have not been posted as of today. Chief Stolz will follow up with Sheds Unlimited to ensure proper signs are posted in a timely manner;
- (2) XTL Extension Request – Jeff Vickers made a motion to acknowledge the December 31, 2023 time extension for the XTL project. Keith Fritz seconded the motion. Motion carried unanimously, 4-0. The Board discussed the timeline for this project and requested that the Developer be informed that the Board expects significant progress in the plan review process by December 31, 2023.

J. S. Twin Valley Road Right of Way and Truck Traffic Study – No update at this time.

K. Fall Roads Inspection Items –

- (1) North Twin Valley Road (Elverson Rd., Joanna Rd., and Quarry Rd.) Traffic Study Results – No update at this time;
- (2) North Twin Valley Rd. Drainage Matter – No update at this time.
- (3) Plumwood Rd. Pond Maintenance – Public Works Director Keith McGowan explained that he is making progress on this item.

L. Stormwater/Drainage Updates –

- (1) Rock Ridge Stormwater Discharge Solution was discussed. After discussion, Keith Fritz made a motion to approve implementing the original stormwater system design for Rock Ridge Road as depicted on the recorded Land Development Plans. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0;
- (2) 91 Broad Ax Pass Stormwater Complaint – No update at this time.

M. Public Works Items –

- (1) COMCAST Construction Utility Mark Out/Contractor – Public Works Director McGowan discussed available resources for the upcoming utility location work. After discussion, Keith Fritz made a motion to hire a contractor for the COMCAST construction utility mark out contingent upon review of additional quotes. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0;
- (2) Street Sweeper Quote – Public Works Director Keith McGowan informed the Board about the upcoming street sweeping schedule. The Board concurred with the proposed street sweeping work;

- (3) Collinson, Inc. Guide Rail Quote – Jeff Vickers made a motion to approve the Collinson, Inc. Guide Rail Quote for the Joanna Road location. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

- N. Baldwin Electrical Work Quote for Police Department – Chief discussed an electrical circuit in need of repair in the Police Department. After discussion, Jeff Vickers made a motion to approve the Baldwin Electrical Quote in the amount of \$2,965.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

- O. Valley Ponds Community Association Request for Additional Parking Spaces – Public Works Director Keith McGowan explained that this item is currently under review by the Association.

TOWNSHIP REPORTS

- A. Township Administrator – No updates at this time.

- B. Carnival – No updates at this time.

- C. Maintenance Report – (1) Monthly report was reviewed; (2) Public Works Director Keith McGowan discussed upcoming sewer main maintenance work that will take place on Valley Road, flaggers will be present to direct traffic.

- D. SEO Report – Monthly report reviewed.

- E. Library Report –
 - (1) Monthly report reviewed. The following items were discussed: Library Representatives thanked Public Works for their assistance with the recent outdoor project; the Township was asked to advertise the Rock the Library event;

 - (2) Library Parking Area – Public Works Director Keith McGowan discussed a quote in the amount of \$38,000.00 for paving the parking lot. The Supervisors discussed budget constraints and requested additional quotes for parking lot improvements.

- F. Tax Collector Report – Monthly reports reviewed.

- G. Police Department – Monthly report reviewed. Chief summarized highlights. Patti Brann, Trappers Run, inquired about procedures for incidents.

- H. Zoning/Code Enforcement Officer – (1) Monthly report reviewed. Zoning Officer Jeff Kerlin discussed the Highcroft open space easement matter; (2) 217 Morview Boulevard – Complaint form was reviewed. Zoning Officer Kerlin requested an executive session to discuss the matter; (3) Weeds violations were summarized. Zoning Officer Kerlin explained that one out of eight violations remains outstanding.

- I. EMS report - Monthly reports and open house invitation reviewed.
- J. Fire Department – Monthly report reviewed.
- K. Parks and Recreation – (1) Minutes were reviewed; (2) Request list was reviewed; (3) Request for reimbursement was discussed, no action taken at this time.
- L. Planning Commission Minutes – No meeting minutes for review.
- 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.
- O. Solicitor’s Report – Solicitor Brown updated the Supervisors on the Anaerobic Digester proposal, and also informed them about the Berks Homes PRD conclusions which are under review and will be considered at the Board of Supervisors’ July 12, 2023 Township meeting.

EXECUTIVE SESSION

The Board recessed for an Executive Session at 7:58PM. Chair Styer called the meeting back to order at 8:52PM indicating that the session was for legal and personnel matters.

SUPERVISORS COMMENTS

No comments.

ADJOURN

Jeff Vickers made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously, 4-0. The meeting adjourned at 8:54PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary