

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

July 12, 2023

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on July 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; Paul Whiteman, Jr., Supervisor; Keith Fritz (via telephone), Supervisor; Paul Whiteman, Sr., Supervisor; Jeff Vickers, Supervisor; Solicitor Eric Brown, Siana Law; Paul Stolz, Chief of Police; Township Zoning Officer Jeff Kerlin, Technicon Enterprises; Township Engineer Scott Anderson, Kraft Municipal Group; 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.

The Board recessed for an Executive Session at 7:01PM. Chair Styer called the meeting back to order at 7:23PM indicating that the Executive Session was for a legal matter.

COMMENTS FROM THE ASSEMBLY

No comments.

CORRESPONDENCE

**PA Liquor Board Letter Dated June 29, 2023 – License Notification
Zoning Hearing Board Written Decision – Morgan Truck Body, LLC**

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Sr. made a motion to approve the June 12, 2023 Regular Meeting minutes. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- B. Paul Whiteman, Jr. made a motion to approve the June 27, 2023 Workshop Meeting Minutes. Jeff Vickers seconded the motion. Motion carried unanimously.

TREASURERS REPORT

- 1. The Supervisors reviewed the July 12, 2023 Treasurer's report. Jeff Vickers made a motion to accept the Treasurer's report. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- 2. Jeff Vickers made a motion to approve a transfer in the amount of \$130,000.00 for bills. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

EXPENSE LIST

Paul Whiteman, Jr. made a motion to pay the July 12, 2023 bills, \$151,724.29 General Fund; \$4,887.78 Street Light Fund; \$377.75 Building Tax Account. Jeff Vickers seconded the motion. Motion carried unanimously.

BUSINESS

- A. Green Hills, LLC (Morgantown Airport Property) PRD Application Decision - After the closing of public comment period (no comments were received), Paul Whiteman, Jr., upon consideration of the Tentative Planned Residential Development Plan Application of Green Hills Land, LLC, and related requests for modifications and waivers, made a motion to deny the Application and all requests for modifications and waivers. Jeff Vickers seconded the motion. Motion carried unanimously.
- B. Timber Harvest Proposal – Paul Whiteman, Sr. discussed a timber harvesting proposal for a Township parcel. More information will be provided at the July Workshop meeting.
- C. Ordinance No. 316 – Solicitor Brown explained that this Ordinance met advertising requirements, advertised on July 3, 2023 through newspaper circulation. Jeff Vickers made a motion to approve Ordinance No. 316, Repealing and Replacing Ordinance No. 307 Establishing a Parks and Recreation Committee. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- D. Apartments on Main Construction Site – The Supervisors reviewed a complaint form received on June 13, 2023. Engineer Scott Anderson explained that the construction site matter has been addressed, however, more clean up is in process.
- E. 119 Mill Road Complaints – To address the complainants concerns, the Supervisors requested that Zoning Officer Kerlin review Township Ordinance No. 311, Animal Control, and contact the applicable property owners regarding clean up requirements.
- F. 2023 Road Work by H&K Group – Engineer Anderson discussed the H&K Group notice to proceed. Supervisor Paul Whiteman, Jr. inquired about work to be done to cross pipes.
- G. 2023 Road Work by Martin Paving – Engineer Anderson discussed the Martin Paving notice to proceed.
- H. Clock Tower Traffic Signal Damages – The Supervisors reviewed a C.M. High repair estimate for the Clock Tower traffic signal, damage caused by traffic accident. After discussion, Paul Whiteman, Jr. made a motion to approve the C.M. High repair estimate in the amount of \$32,000.00 for the Clock Tower Traffic Signal. Jeff Vickers seconded the motion. Motion carried unanimously.
- I. SR23/SR10 Traffic Signal Improvements Form – Jeff Vickers made a motion to approve the SR23/SR10 Traffic Signal Improvements Form. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- J. Valley Ponds Community Association Request for Additional Parking Spaces – Engineer Anderson is waiting for a response from the Association.

K. Resolution No. 2023-44 – Jeff Vickers made a motion to approve Resolution No. 2023-44, Authorizing Keith McGowan as Signer for Sure Trac Trailer Municipibid Sale. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

L. S. Twin Valley Road Right of Way and Truck Traffic Study – No update.

M. Fall Roads Inspection –

- (1) North Twin Valley Road Traffic Study Options was discussed. Engineer Anderson explained that a traffic study was completed for the area of Joanna Rd., Quarry Rd. and Clymer Hill Rd. The Board requested that a “no trucks” sign be posted on Quarry Rd., and that for Morgan Way truck traffic only local deliveries be permitted;
- (2) North Twin Valley Road Drainage - Engineer Anderson explained that this matter is currently under review;
- (3) Plumwood Road Pond Maintenance – Zoning Officer Kerlin and Public Works Director McGowan are currently working on this item.

N. Stormwater/Drainage Updates –

- (1) Rock Ridge Stormwater Discharge Solution – Engineer Anderson explained that the construction estimate is ready to go for bidding requirements. Mr. Brian Metz was present and requested that the plan include a grass swale in lieu of riprap. Solicitor Brown advised Mr. Metz to provide the Board with documentation from an engineer for the grass swale recommendation.
- (2) 91 Broad Ax Pass Stormwater Complaint – Engineer Anderson informed the Board that correspondence regarding this matter is forthcoming.

O. Quote for Third Party Utility Location Work – this item will be discussed at the July Workshop meeting.

P. Thousand Oaks Bridge Proposals – The Supervisors discussed grant funding options for this project. Upon Engineer’s recommendation Jeff Vickers made a motion to proceed with obtaining permitting figures to include with the Witman Engineers repair estimate in the amount of \$328,150.00 (superstructure replacement). Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

At this time, the Supervisors requested that Engineer Anderson coordinate obtaining a salt shed replacement estimate from Witman Engineers. Grant funding options will be considered for this project.

TOWNSHIP REPORTS

- A. Township Administrator – (1) Grant writing assistance information was reviewed; (2) Telephone system quotes were discussed. More quotes forthcoming.
- B. Carnival – Paul Whiteman, Jr. discussed carnival expenses, financial report will be provided once all expenses have been processed.
- C. Maintenance Report – Monthly report was reviewed.
- D. SEO Report – Monthly report was reviewed.
- E. Library Report – Monthly report was reviewed.
- F. Tax Collector Report – Monthly reports were reviewed.
- G. Police Department –
 - (1) Monthly report reviewed. Chief summarized highlights, training, and monthly activities;
 - (2) Chief informed the Board about a thank you letter received from the Robeson Chief of Police for an event that occurred on June 5, 2023. Supervisor Vickers requested that, on behalf of the Board of Supervisors, Officer Smith be commended for the assistance he provided on June 5, 2023.
- H. Zoning/Code Enforcement Officer – Monthly report reviewed. Zoning Officer Jeff Kerlin discussed the following: (1) enforcement action item for 217 Morview Blvd. and, (2) Quarry Rd. cleanup situation which requires a boundary survey.
- I. EMS report - Monthly reports for May and June were reviewed.
- J. Fire Department – Monthly report reviewed.
- K. Parks and Recreation – (1) Minutes were reviewed; (2) Request list was reviewed; At this time, Supervisor Paul Whiteman, Jr. requested access to the Park cameras. An update on the ballfield was provided.
- 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. Engineer Anderson discussed the following: (1) patch work to be done for the 160 Willow Glen Driveway matter; (2) Morgantown Garage Parking Lot matter is under review; (3) Upcoming Valley Ponds Drive utility work for required road cuts.

O. Solicitor's Report – No items to be addressed at this time.

EXECUTIVE SESSION

Additional executive session not needed.

SUPERVISORS COMMENTS

Paul Whiteman, Sr. inquired about the Morgan Truck Body Zoning Hearing application.

Public Comment: Michelle Raymond, Lenape Drive, requested the Zoning Hearing Board Decision for the Morgan Truck Body application, and also inquired about the scheduling of Executive Sessions.

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Jeff Vickers seconded the motion. The motion carried unanimously. The meeting adjourned at 8:27PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary