

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

August 9, 2023

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on August 9, 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, Supervisor; Paul Whiteman, Sr., Supervisor; Jeff Vickers, Supervisor; Solicitor Eric Brown, Siana Law; Paul Stolz, Chief of Police; Treasurer Diana Patton, Stonehouse TBMA; Township Zoning Officer Jeff Kerlin, Technicon Enterprises; Township Engineer Scott Anderson, Kraft Municipal Group; Keith McGowan, Public Works Director; 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

No comments.

The Board recessed for an Executive Session at 7:01PM. Chair Styer called the meeting back to order at 7:27PM indicating that the Executive Session was for legal issues.

CORRESPONDENCE

**Senator Martin Thank You Letter Dated July 24, 2023
Commonwealth of PA Remittance Advance – Second Quarter Gaming Fund**

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Jr. made a motion to approve the corrected June 12, 2023 Regular Meeting minutes as presented. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Paul Whiteman, Sr. made a motion to approve the July 12, 2023 Regular Meeting Minutes. Jeff Vickers seconded the motion. Motion carried unanimously.
- C. Paul Whiteman, Sr. made a motion to approve the July 26, 2023 Regular Workshop Meeting Minutes. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

TREASURERS REPORT

- 1. The Supervisors reviewed the August 9, 2023 Treasurer's report. Jeff Vickers made a motion to accept the Treasurer's report. Keith Fritz seconded the motion. Motion carried unanimously.
- 2. Paul Whiteman, Jr. made a motion to approve the 7/19/2023 and 8/2/2023 payroll transfers in the total amount of \$117,000.00. Jeff Vickers seconded the motion. Motion carried unanimously.

3. The Supervisors were provided 2024 budget worksheets.

EXPENSE LIST

Paul Whiteman, Jr. made a motion to pay the August 9, 2023 bills, \$160,428.39 General Fund; \$4,887.78 Street Light Fund; \$377.75 Building Tax Account. Jeff Vickers seconded the motion. Motion carried unanimously.

BUSINESS

- A. Twin Valley Soccer Association Anniversary Event at Friendship Park on August 26, 2023 – (1) Facility Use forms were completed and returned to the Township Office. Additionally, the Board approved the following: Stampede BBQ trailer parking request, and use of a foam machine at the Park including cleanup at the conclusion of the activity; (2) Fireworks permit was approved by Zoning Officer; (3) Jeff Vickers made a motion to approve the August 26, 2023 Twin Valley Soccer Event Fire Police Assistance Request. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- B. Timber Harvest Proposal – (1) Jeff Vickers made a motion to approve authorizing the submission of the Township’s Hunters Hill Drive Timber Harvest Permit Application. Keith Fritz seconded the motion. Motion carried unanimously; (2) Timber Harvest Contract was reviewed. No action taken at this time.
- C. Vanguard Renewables Zoning Ordinance Text Amendment – The Board acknowledged receipt of the proposed text amendment.
- D. Hillside Custom Machining Letter of Credit Release Request – Upon the Township Engineer’s recommendation, Paul Whiteman, Sr. made a motion to approve the Hillside Custom Machining Letter of Credit Final Release in the amount of \$62,778.50, contingent upon satisfaction of any outstanding Township invoices. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- E. Twin Valley Coffee Letter of Credit Release Request – Upon the Township Engineer’s recommendation, Paul Whiteman, Jr. made a motion to approve the Twin Valley Coffee Letter of Credit Release No. 1 in the amount of \$33,116.40, contingent upon satisfaction of any outstanding Township invoices. Keith Fritz seconded the motion. Motion carried unanimously.
- F. Sheds Unlimited Letter of Credit Release Request – Upon the Township Engineer’s recommendation, Keith Fritz made a motion to approve the Sheds Unlimited Letter of Credit Release No. 3 in the amount of \$598,888.09, contingent upon satisfaction of any outstanding Township invoices. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- G. Valley Ponds Community Association Request for Additional Parking Spaces – No update at this time.

- H. S. Twin Valley Road Right of Way and Truck Traffic Study – No update at this time.
- I. Land Development Plans – (1) XTL grant expiration notice was reviewed; (2) Wexford Court – no update at this time.
- J. Morgantown Road Commercial Land Development Plan Traffic Signal Operation and Maintenance Agreement - to be reviewed at the August Workshop meeting.
- K. Fall Roads Inspection Items – (1) North Twin Valley Road Drainage – no update at this time; (2) Plumwood Road Pond Maintenance – currently under review.
- L. Stormwater/Drainage Updates – Engineer Anderson discussed a grading proposal for 91 Broad Ax Pass. No action taken at this time.
- M. Public Works –
 - (1) Quote for Third Party Utility Location Work – Solicitor Brown discussed reimbursement options;
 - (2) Paver Rental – Paul Whiteman, Jr. made a motion to approve the \$15,000.00 paver estimate for a 2 week rental. Jeff Vickers seconded the motion. Motion carried unanimously;
 - (3) Mill Road Pipe Work – Upon Public Works Director McGowan’s recommendation, Paul Whiteman, Jr. made a motion to approve the proposed pipe work for Mill Road in the amount of \$3,392.40. Keith Fritz seconded the motion. Motion carried unanimously.
- N. 2023 Road Work – Upon the Township Engineer’s recommendation, Paul Whiteman, Jr. made a motion to approve a payment in the amount of \$81,626.77 to Martin Paving Inc. Jeff Vickers seconded the motion. Motion carried unanimously.
- O. Twin Valley High School T-Shirt Sponsorship Program – Paul Whiteman, Jr. made a motion to approve a 3.5 x 2 ad in the amount of \$299.00 for the Twin Valley High School Winter Season T-Shirt Sponsorship Program. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- P. Flag Drop Off Box Design Quotes – No update at this time.
- Q. Township Building Roof Maintenance Quote – Public Works Director Keith McGowan summarized proposed repairs for roof. After discussion, Jeff Vickers made a motion to approve the J. Smucker repair quote in the amount of \$4,375.00 for the Township Building Roof Repairs. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

- R. Social Hall Use – Paul Whiteman, Sr. discussed relocating Township Building historical items to the Social Hall.
- S. Police Contract – Supervisor Keith Fritz discussed Article 6 revisions. After discussion, Keith Fritz made a motion to ratify the 2024-2028 Police Contract Between The Morgantown Police Officer’s Association and the Township of Caernarvon. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- T. Township Complaint Form Received August 7, 2023 – The Supervisors discussed the complaint form regarding Pennwood Farms weeds, and requested that the complainant be informed that the area is private property.
- U. Twin Valley Youth Football and Cheer Association Request – Use of Friendship Park was requested for the Twin Valley Youth Football and Cheer Association photo event. The Board requested that no cleats be allowed on the stage and that the group remove any trash at that the conclusion of their event.

TOWNSHIP REPORTS

- A. Township Administrator – (1) Telephone quotes under review; (2) SALDO requirements for number of plans was discussed.
- B. Carnival – Paul Whiteman, Jr. updated the Board on 2024 plans and also discussed the possibility of purchasing picnic tables.
- C. Maintenance Report – (1) Monthly report was reviewed. Public Works Director McGowan informed the Board about security camera upgrades needed; (2) Salt Shed quote – no action taken at this time; (3) Concrete Work – no action taken at this time.
- D. SEO Report – Monthly report was reviewed.
- E. Library Report – (1) Monthly report was reviewed; (2) Tree removal request was discussed; (3) Trash service was discussed. Patty Brann, 51 Trappers Run, inquired about the landfill’s assistance with the Library’s trash service.
- F. Tax Collector Report – Monthly reports were reviewed.
- G. Police Department – Monthly report was reviewed. Chief summarized the Department’s activities including the recent Abraxis Academy incident and Pennwood vandalism.
- H. Zoning/Code Enforcement Officer – Monthly report reviewed. Zoning Officer Jeff Kerlin discussed the following: (1) Action items for 217 Morview Blvd, 20 Quarry View Drive, 3201 Main Street and Morgantown Garage, (2) 119 Mill Rd notice of violation was discussed.

- I. EMS report - No report.
- J. Fire Department – Monthly report reviewed.
- K. Parks and Recreation – (1) Minutes were reviewed; (2) Request list was reviewed. Food license requirements for the Fall Festival was discussed; (3) Fall Fest Entertainer contract was presented. Jeff Vickers made a motion to approve the Board of Supervisors Chair signing the TinnAngel Rockband contract for the Fall Fest. Keith Fritz seconded the motion. Motion carried unanimously.
- 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. Zoning Hearing Board – Zoning Officer Kerlin summarized the Sheetz/Telsa, Inc. Zoning Hearing Board Application. Hearing is scheduled for August 24, 2023.
- O. Engineer’s Report – Monthly report reviewed. (1) Engineer Anderson explained that the Apartments on Main construction site has improved; (2) Engineer Anderson explained that the Morgantown Garage Parking Lot matter is under review.

Additionally, Engineer Anderson discussed the Rock Ridge project, bids package for Library parking lot, and the proposed pipe work for 352 Swamp Road.

- P. Solicitor’s Report – No items to be addressed at this time.

EXECUTIVE SESSION

Additional executive session not needed.

SUPERVISORS COMMENTS

No comments.

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Jeff Vickers seconded the motion. The motion carried unanimously. The meeting adjourned at 8:28PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary