

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

September 13, 2023

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on September 13, 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; Robert Sing, 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. Absent Member: Jeff Vickers.

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 7:59PM indicating that the Executive Session was for personnel and legal matters.

COMMENTS FROM THE ASSEMBLY

Gary Elston, Honey Brook resident, discussed a pipeline inquiry he received in response to the proposed Anaerobic Digester System. Mr. Elston shared his concerns about the proposed digester system and his opposition of a pipeline system on his property.

CORRESPONDENCE

**Dissolution Notice – Petersheim Bros. Inc.
Berks County Planning Commission Review Letter – Southern Berks Industrial
Park
PSATs News Bulletin September 2023
PennDot Notice of Estimated Allocation – Liquid Fuels and Turnback**

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Jr. made a motion to approve the August 9, 2023 Regular Meeting minutes. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- B. Paul Whiteman, Sr. made a motion to approve the August 23, 2023 Regular Meeting Minutes. Keith Fritz seconded the motion. Motion carried unanimously.

TREASURERS REPORT

- 1. The Supervisors reviewed the September 13, 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. Keith Fritz made a motion to approve the 9/1/2023 and 9/15/2023 payroll transfers total amount of \$112,000.00, and transfer amount of \$156,000.00 to pay bills. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
3. Budget worksheets under review.

EXPENSE LIST

Paul Whiteman, Jr. made a motion to pay the September 13, 2023 bills, \$222,557.51 General Fund; \$4,887.78 Street Light Fund; \$4,752.75 Building Tax Account; \$2,317.20 Accrual Fund. Keith Fritz seconded the motion. Motion carried unanimously.

BUSINESS

- A. MMO – Keith Fritz made a motion to approve the 2024 Minimum Municipal Obligation (MMO) as presented. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- B. Resolutions –
 1. Keith Fritz made a motion to approve Resolution No. 2023-46, Supplemental Appropriations of Rescue Funds. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;
 2. Paul Whiteman, Jr. made a motion to approve Resolution No. 2023-47, Fire Department Participatory Members. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
 3. Keith Fritz made a motion to approve Resolution No. 2023-48, Destruction of Municipal Records. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
 4. Paul Whiteman, Sr. made a motion to approve Resolution No. 2023-49, Destruction of Police Department Records. Keith Fritz seconded the motion. Motion carried unanimously.
- C. Police Department –
 1. Highway Safety Network Agreement – Chief summarized the agreement. After discussion, Keith Fritz made a motion to approve the Board Chairperson signing the Highway Safety Network Agreement as presented. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
 2. Patrol Rifle Upgrade – Chief discussed two quotes. After discussion, Paul Whiteman, Jr. made a motion to approve the Witmer Public Safety Group rifle upgrade quote in the amount of \$5,904.50. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously. Additionally, Paul Whiteman, Jr. made a motion to approve the Witmer Public Safety Group rifle suppressor quote in the amount of \$3,250.00. Keith Fritz seconded the motion. Motion carried unanimously;
 3. Officer Probationary Period – Upon Chief of Police recommendation, Keith Fritz made a motion to approve retaining Officer William Reppert upon successful completion of probationary period, including contractual pay increase effective

September 27, 2023. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;

4. New Full-Time Recommendation – Upon Chief of Police recommendation, Paul Whiteman, Jr. made a motion to approve initiating the hiring process for 2 potential Officer candidates, subject to successful completion of required background checks. Keith Fritz seconded the motion. Motion carried unanimously.
- D. Overlay Repealer Ordinance – Under review.
- E. Trash/Recycling Disposal Ordinance – Under review.
- F. 2024 Animal Control Services – Under review. Additional quotes forthcoming.
- G. Heritage Business Park Address Request – After discussion, Paul Whiteman, Sr. made a motion to approve the 1220 and 1250 Heritage Drive address request for the Heritage Business Park. Keith Fritz seconded the motion. Motion carried unanimously.
- H. Tree Removal Estimate – Upon Public Works Director Keith McGowan’s recommendation, Paul Whiteman, Jr. made a motion to approve the David Sparr Jr. Tree Service work on Swamp Road and Ranck Road in the amount of \$4,800.00. Keith Fritz seconded the motion. Motion carried unanimously. The Board also discussed tree removal work needed on State roads.
- I. Street Sweeping – Public Works Director Keith McGowan requested approval for the Bortek street sweeping rental invoice, to be reimbursed by the Landfill. After discussion, Keith Fritz made a motion to approve the Bortek street sweeping invoice in the amount of \$3,975.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- J. Valley Ponds Community Association Request for Additional Parking Spaces – Engineer Scott Anderson is waiting for a response from the Association.
- K. S. Twin Valley Road Right of Way and Truck Traffic Study – No update.
- L. Fall Roads Inspection Items –
1. Engineer Anderson discussed the North Twin Valley Road drainage matter, and also gave an update on California Road and Shiloh Road;
 2. Plumwood Road Pond Maintenance – No update.
- M. 91 Broad Ax Pass Stormwater – Engineer Anderson will be forwarding a recommendation letter to the property owner. The Board inquired about the status of the work to be done at 91 Rock Ridge.

- N. Pennwood Weeds Complaint – Supervisor Paul Whiteman, Jr. inquired about options for weed maintenance. The Board requested that the 2024 budget include an estimate for weed maintenance spraying.
- O. Fire Police Assistance Request – Paul Whiteman, Jr. made a motion to approve the October 18, 2023 Elverson Parade Fire Police Assistance Request. Keith Fritz seconded the motion. Motion carried unanimously.
- P. COMCAST Project Maps – Engineer Anderson explained that permits are in process for the COMCAST project.
- Q. Flag Drop Off Box Design Quotes – Keith Fritz made a motion to approve the Cleverly deSigns flag drop off box design and lamination estimate, amount not to exceed \$300.00. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

TOWNSHIP REPORTS

- A. Township Administrator – (1) Benecon Self Insured Reporting form was reviewed. The Board took no action on approving request; (2) Phone quotes under review.
- B. Carnival – Paul Whiteman, Jr. discussed bill list code options for the carnival grounds picnic tables. After discussion, Keith Fritz made a motion to approve the use of Parks and Recreation funds for the carnival grounds picnic tables purchase. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- C. Maintenance Report – Monthly report was reviewed. Public Works Director McGowan discussed security camera upgrade options for the Maintenance Facility. The Board requested a quote for a new DVR and upgraded camera system.
- 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 – Monthly report was reviewed. Chief summarized the Department’s activities and upcoming events.
- H. Zoning/Code Enforcement Officer – Monthly report reviewed. Zoning Officer Jeff Kerlin discussed the following: (1) 217 Morview Blvd evictions and demolition plans, and (2) 119 Mill Road violations update.
- I. EMS report - (1) Monthly report reviewed; (2) Balance sheet reviewed; (3) Financial Statement reviewed.

- J. Fire Department – (1) Monthly report reviewed; (2) Budget meeting scheduled for September 19, 2023 reviewed.
- K. Parks and Recreation – (1) Minutes were reviewed; (2) Request list was reviewed. Board Response: Clyde Memorial Park mound is removeable. The Board requested a copy of the 250th Anniversary logo quote for review; (3) Fall Fest Entertainer contract was presented. Paul Whiteman, Jr. made a motion to approve the Josh Horst, Mr. DJ, contract for the 2023 Fall Fest. Keith Fritz seconded the motion. Motion carried unanimously. The Board concurred on compensating Public Works Director Keith McGowan for operating the hayride tractor, and the Parks and Recreation Committee is responsible for securing the wagon.
- L. Planning Commission Minutes – August 15, 2023 minutes reviewed.
- 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 Tesla Inc. (Sheetz) ZHB Decision.
- O. Engineer’s Report – Monthly report reviewed. Engineer Anderson discussed the following: (1) Morgan Corp sketch plan submission; (2) Twin Valley Coffee Letter of Credit Release Request forthcoming; (3) Street work completed, payment request forthcoming; (4) Singer right of way matter to be discussed at next Board meeting.
- P. Solicitor’s Report – No items to be addressed at this time.

EXECUTIVE SESSION

Additional executive session not needed.

SUPERVISORS COMMENTS

Paul Whiteman, Jr. commended the Police Department for their efforts in assisting with the recent Chester County prisoner search.

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously. The meeting adjourned at 9:12PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary