

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

October 11, 2023

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on October 11, 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; Township 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; Joan Bair, Township Administrator/Secretary; Margie Bishop, Assistant Secretary.

CALL TO ORDER

Chairperson Sandra Styer called the meeting to order at 7:00PM EDT. This was followed by the Pledge of Allegiance.

NEW HIRE INTRODUCTION

At this time, Chief Stolz introduced William Kase, new hire for approval. Upon conclusion of introduction, Paul Whiteman, Sr. made a motion to conditionally approve the hiring of full-time Officer William Kase, subject to successful completion of required background checks. Keith Fritz seconded the motion. Motion carried unanimously.

ZONING PUBLIC HEARING

Solicitor Eric Brown called the Public Hearing to order at 7:01PM EDT, and explained that the purpose of the Hearing is to discuss and approve an Ordinance to repeal Ordinance No. 313 which created the Mixed Use Housing Residential Overlay District in the Industrial Office Park Zoning District. Solicitor Brown explained that the MPC's advertising requirement for the proposed Ordinance was met and that the Ordinance was made available to the public for review. Additionally, Solicitor Brown informed the Board of Supervisors that the Ordinance was reviewed by the Berks County Planning Commission and the Caernarvon Township Planning Commission.

At this time, public comments were received as follows:

Michelle Raymond, Lenape Drive, inquired about County comments and also the appeal case. Ms. Raymond expressed her opposition to the approval of the proposed Ordinance.

Solicitor Brown closed the public hearing at 7:03PM.

Paul Whiteman, Jr. made a motion to enact the presented Ordinance Repealing the Mixed Use Housing Residential Overlay District. Jeff Vickers seconded the motion. Motion carried unanimously.

COMMENTS FROM THE ASSEMBLY

Patricia Slanga, Noah's Glen Animal Hospital, was present to discuss trespassing issues occurring at her business located at 3697 Main Street, Morgantown, PA 19543. The Board

explained that businesses are open to the public, and that the most effective way to prevent traffic from entering her business parking lot is a gate or barrier.

CORRESPONDENCE

Commonwealth of Pennsylvania – Municipal Pension Payment
Senator Scott Martin 2023 Senior Expo October 13, 2023
DEP Public Comments – Environmental Justice Policy
2023 Berks County Convention

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Jr. made a motion to approve the September 13, 2023 Regular Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Keith Fritz made a motion to approve the September 27, 2023 Regular Workshop Meeting Minutes. Jeff Vickers seconded the motion. Motion carried unanimously.

TREASURERS REPORT

1. The Supervisors reviewed the October 11, 2023 Treasurer's report. Paul Whiteman, Sr. 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 9/29/2023 and 10/13/2023 payroll transfers total amount of \$121,000.00, and transfer amount of \$106,000.00 to pay bills. Jeff Vickers seconded the motion. Motion carried unanimously.
3. The Supervisors were provided a copy of a draft 2024 Budget.

EXPENSE LIST

Paul Whiteman, Jr. made a motion to pay the October 11, 2023 bills, \$307,650.82 General Fund; \$4,887.78 Street Light Fund; \$4,752.75 Building Tax Account; \$520.30. Jeff Vickers seconded the motion. Motion carried unanimously.

BUSINESS

- A. Ordinance for Disposal of Trash/Recycling – Solicitor Eric Brown summarized the Ordinance. Michelle Raymond inquired about changes to current trash/recycling services. The Board explained that the Ordinance does not change the Township's current system. After discussion, Keith Fritz made a motion to approve the Trash/Recycling Ordinance as presented. Jeff Vickers seconded the motion. Motion carried 4-1, Paul Whiteman Sr. opposed.
- B. 1401 Red Hill Road Sewage System Request – Zoning Officer Jeff Kerlin discussed property owner's request to approve a waiver for a 100 foot sewage system isolation distance from well located on 1401 Red Hill Road. After discussion, Paul Whiteman, Jr. made a motion to approve the 1401 Red Hill Road Sewage System waiver for 100

foot isolation distance, subject to property owner signing indemnification letter. Jeff Vickers seconded the motion. Motion carried unanimously.

- C. Official Complaint Form Received on September 27, 2023 – The Board requested that the Township Office and Chief contact the complainant to obtain more information regarding ownership of cats.
- D. Official Complaint Form Received on October 6, 2023 – The Board requested that the Township Office contact the complainant to confirm residency within the Township.
- E. 2024 Animal Control Services – No additional quotes were provided for review. After discussion, Keith Fritz made a motion to approve the 2024 Safety Net Sanctuary Animal Control Services Contract and authorize Township Administrator Joan Bair as signer. Jeff Vickers seconded the motion. Motion carried unanimously.
- F. 2023 Street Work Invoices – Upon the Township’s Engineer’s recommendation, Paul Whiteman, Jr. made a motion to approve payment to Martin Paving for the street work retainage in the amount of \$3,183.45. Jeff Vickers seconded the motion. Motion carried unanimously. Township Engineer Scott Anderson is currently reviewing remaining invoices for the 2023 street work.
- G. Twin Valley Coffee Letter of Credit Release Request – Upon the Township Engineer’s recommendation, Paul Whiteman, Jr. made a motion to approve Letter of Credit Release No. 2 in the amount of \$47,198.27 for the Twin Valley Coffee Land Development project, release subject to the satisfaction of any outstanding Township invoices. Keith Fritz seconded the motion. Motion carried unanimously.
- H. Wendy’s/Popeye’s Letter of Credit Release Request – Upon the Township Engineer’s recommendation, Paul Whiteman, Jr. made a motion to approve Letter of Credit Release No. 2 in the amount of \$144,965.03 for the Wendy’s/Popeye’s Land Development project, release subject to the satisfaction of any outstanding Township invoices. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- I. Valley Ponds Community Association Request for Additional Parking – No update.
- J. Twin Valley Road Right of Way and Truck Traffic Study – No update.
- K. Fall Roads Inspection Items – (1) North Twin Valley Road Drainage – no update; (2) Plumwood Road Pond Maintenance – no update.
- L. Stormwater/Drainage Items – (1) 91 Broad Ax Pass – no update; (2) Rock Ridge – no update.
- M. Public Works – (1) Maintenance Building Security System – no update; (2) Fuel System Relocation Plan – Paul Whiteman, Jr. will be obtaining a concrete quote; (3) Proposed Roads Inspection – Township Engineer Scott Anderson proposed an October 24th meeting with 2 Supervisors to review inspection items; (4) Supervisor Keith Fritz

discussed repairs needed for the 1997 GMC truck. After discussion, Paul Whiteman, Jr. made a motion to approve the 1997 GMC truck repairs, amount not to exceed \$5,000.00. Jeff Vickers seconded the motion. Motion carried unanimously; (5) Muncibid trailer winning bid was reviewed.

- N. Police Department – (1) New Hire – action taken at beginning of meeting; (2) Sale of Used Township Equipment – Chief discussed old items to be recycled or to be sold on Muncibid (old radios, MCTs, MCT mounting bracket, and old vascar unit).
- O. Location for Flag Drop Off Box – The Supervisors requested placing the flag drop off box outside in the front of the Township Building in the security camera view.
- P. Fire Police Request – Jeff Vickers made a motion to approve the October 22, 2023 St. Peter’s Village Fall Fest Fire Police Assistance Form. Keith Fritz seconded the motion. Motion carried unanimously.

TOWNSHIP REPORTS

- A. Zoning/Code Enforcement Officer – Zoning Officer Jeff Kerlin provided the Board with an update for the following: 217 and 222 Morview Blvd., Timber Harvest activity, 317 Swamp Road auction, and 119 Mill Road.
- B. Township Administrator – Phone quotes under review.
- C. Carnival – No update.
- D. Maintenance Report – Monthly report was reviewed.
- E. SEO Report – Monthly report was reviewed.
- F. Library Report – Monthly report was reviewed.
- G. Tax Collector Report – Monthly reports were reviewed.
- H. Police Department – Monthly report was reviewed. Chief summarized the Department’s activities and discussed Abraxis Academy safety.
- I. EMS report - Monthly report was reviewed.
- J. Fire Department – (1) Monthly report reviewed; (2) Paul Whiteman, Jr. discussed the recent budget meeting, and the allocated amount for the 2024 Budget.
- K. Parks and Recreation –
 - (1) Minutes were reviewed;
 - (2) Request list was reviewed;

- (3) Resignation Letter dated September 28, 2023 – Paul Whiteman, Sr. requested a Certificate of Service for Terri and Frank Payne. After discussion, Keith Fritz made a motion to accept Terri Payne and Frank Payne’s letter of resignation from the Parks and Recreation Committee effective immediately. Jeff Vickers seconded the motion. Motion carried unanimously;
- (4) Resignation letter dated October 3, 2023 – Paul Whiteman, Jr. requested a Certificate of Service for Gregory Showalter. After discussion, Jeff Vickers made a motion to accept Gregory Showalter’s letter of resignation from the Parks and Recreation Committee effective immediately. Keith Fritz seconded the motion. Motion carried unanimously.

Chair Styer discussed Parks and Recreation Committee Membership requirements and requested an update on any outstanding clearances. The Committee currently has 3 three members (Dan, Colt and Eric). To hold a meeting the Committee must have 4 four members for a quorum. Paul Whiteman, Sr. volunteered to be a pro temp Member in the interim. Keith Fritz made a motion to approve Paul Whiteman, Sr. as an interim pro temp Member of the Parks and Recreation Committee. Sandy Styer seconded the motion. Motion carried unanimously.

- (5) DJ Contract – forthcoming.

- L. Planning Commission Minutes – September 19, 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 – No reports for review.
- O. Engineer’s Report – Monthly report reviewed. Engineer Anderson discussed the following: (1) Morgantown Garage – no update; (2) Thousand Oaks Bridge – Inspection is projected to take place the end of October. Options for weight restrictions will need to be discussed. Paul Whiteman, Jr. discussed Engineer Bill Witman’s report for the bridge. The Board requested that Mr. Witman inspect the bridge structure and provide a report for review; (3) Vanguard text amendment currently under review; (4) Comcast permits are currently under review; (5) Library parking lot will be completed this week.
- P. Solicitor’s Report – No items to be addressed at this time.

EXECUTIVE SESSION

The Board recessed for an Executive Session at 8:20PM. Chair Styer called the meeting back to order at 8:46PM indicating that the Executive Session was for personnel and legal and personnel matters. Michelle Raymond, Lenape Drive, inquired about purpose for Executive Session.

SUPERVISORS COMMENTS

Paul Whiteman, Jr. inquired about budget plans for the Thousand Oaks Bridge. Engineer Scott Anderson discussed budget requirements under review including required permits.

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Jeff Vickers seconded the motion. Motion carried unanimously. The meeting adjourned at 8:52PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary