

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

**November 8, 2023**

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on November 8, 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; Township Engineer Scott Anderson, Kraft Municipal Group; 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.

**COMMENTS FROM THE ASSEMBLY**

Patty Brann, Trappers Run, inquired about Jack Hess's intentions for his position as a Township Supervisor beginning in 2024.

**CORRESPONDENCE**

**Municipal Government Officials Breakfast, November 17, 2023**  
**PA DEP Letter Dated October 16, 2023, Pipeline Project Permit Notice of Termination**  
**Crime Alert Berks County November 2023 Report**  
**Commonwealth of PA Remittance Advice Notice – Liquor Control Board Revenue**  
**Commonwealth of PA Remittance Advice Notice – Gaming Fund Revenue**

**MINUTES OF THE PREVIOUS MEETING**

- A. Paul Whiteman, Jr. made a motion to approve the October 11, 2023 Regular Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Paul Whiteman, Sr. made a motion to approve the October 25, 2023 Regular Workshop Meeting Minutes. Keith Fritz seconded the motion. Motion carried unanimously.

**TREASURERS REPORT**

- 1. The Supervisors reviewed the November 8, 2023 Treasurer's report. Keith Fritz made a motion to accept the Treasurer's report. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- 2. Paul Whiteman, Jr. made a motion to approve the 10/25/23 payroll transfer in the amount of \$57,000.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously. Additionally, Paul Whiteman, Jr. made a motion to approve the

11/10/23 payroll transfer in the amount of \$60,000.00. Keith Fritz seconded the motion. Motion carried unanimously.

### **EXPENSE LIST**

Keith Fritz made a motion to pay the November 8, 2023 bills, \$116,920.93 General Fund; \$4,887.78 Street Light Fund; \$377.75 Building Tax Account; \$62,798.98 Accrual Fund. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

### **BUSINESS**

- A. 2024 Proposed Budget – Keith Fritz made a motion to approve advertising the 2024 Proposed Budget. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- B. 2024 Municipal Tax Sheet – Keith Fritz made a motion to approve the 2024 Municipal Tax Sheet with no changes, Township Taxes 1.981700 Mills; Debt Service 0.500000. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- C. 2024 Meeting Dates – Paul Whiteman, Jr. made a motion to approve the 2024 Meeting Dates with Roads Inspection date changes, April 17, 2024 and September 18, 2024.
- D. Advertising Auditor for 2023 Records – Paul Whiteman, Sr. made a motion to approve advertising Auditor for 2023 records, Brian T. Kelly, CPA & Associates LLC, Certified Public Accountant. Keith Fritz seconded the motion. Motion carried unanimously.
- E. Complaint Form – Anthony Rota, 3740 Main Street, was present to discuss his complaint regarding the Sewer Authority’s Supplemental User Charge program. Mr. Rota shared his views about the program its deficiencies. Mr. Levensgood, Sewer Authority Legal Representative, was present to explain the program. The Board of Supervisors expressed their concerns about the program and requested that the Sewer Authority review the current policy for deficiencies and make corrections.
- F. Morgan Corp Highway Occupancy Permit – Engineer Scott Anderson discussed the proposed Morgan Corp Morgan Way project which requires a waiver approval from the Board. Brian McCafferty, Morgan Corp Representative, explained that a concrete pad needs repaired. After discussion, Paul Whiteman, Sr. made a motion to approve the Morgan Corp Morgan Way Highway Occupancy Permit waiver from Ordinance 168-Sidewalk, Curbs, and Driveways of Section III.(c).3.c. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- G. Historical Property Agreement – Paul Whiteman, Sr. summarized the agreement and informed the Board that he has obtained signatures from donors Jere Brady and Diane Bowman. An inventory of property is included in the agreement. Supervisor Whiteman requested the Board’s approval to purchase supplies in the amount of \$1,748.82 for framing pictures. After discussion, Paul Whiteman, Jr. made a motion to approve the purchase of framing supplies in the amount of \$1,748.82, for inventory

items listed in the signed agreement. Keith Fritz seconded the motion. Motion carried unanimously. Signed agreement will be provided to the Township Office for filing.

Michelle Raymond, Lenape Drive, inquired about the Hay Creek Historical Society.

- H. Township Vehicles Towing Coverage – The Board was informed that there is no towing insurance coverage available.
- I. 2023 Street Work Invoices – Paul Whiteman, Jr. made a motion to approve payment to H&K Group for the 2023 Roadwork Project in the amount of \$309,633.72, including the change order. Keith Fritz seconded the motion. Motion carried unanimously.
- J. Draft Ordinance Amending Zoning Ordinance Repealing Section 628 “Planned Residential Development” – Paul Whiteman, Jr. made a motion to approve forwarding the Draft Ordinance Amending Zoning Ordinance Repealing Section 628 “Planned Residential Development” to the County Planning Commission and Caernarvon Township Planning Commission for review. Keith Fritz seconded the motion. Motion carried unanimously. Michelle Raymond, Lenape Drive, asked for clarification of the Draft Ordinance.
- K. XTL Land Development – Engineer Anderson explained that there are outstanding items to be completed to stabilize the site. The Board requested a cost estimate for the remaining improvements.
- L. Valley Ponds Homeowners Association Parking Request – Engineer Anderson requested that this item be removed from future agendas. No action required. The HOA will contact the Township if needed.
- M. Fall Road Inspection Items – (1) No update for the North Twin Valley Road Drainage Matter; (2) Plumwood Road Pond Maintenance matter is under review.
- N. Stormwater/Drainage Updates – (1) Engineer Anderson reported that the 91 Broad Ax Pass item has been completed; (2) Rock Ridge drainage improvements is under review, Engineer Anderson is waiting for a response from contractors.
- O. Public Works –
  - (1) Maintenance Building Security Camera Estimate is under review. Public Works Director McGowan informed the Board that the \$9550 estimate is for the upgraded camera. The Board requested that this item be placed on the December agenda;
  - (2) Fuel system facility relocation plans are under review for clarification of conduit location;

(3) Clyde Smith Ballfield Agreement for 2024 – The Board requested that Mr. Damon, Ballfield contact, be invited to attend a Board of Supervisors meeting to discuss ballfield use agreement.

**P. Resolutions for Approval –**

(1) Resolution No. 2023-52 – Keith Fritz made a motion to approve Resolution No. 2023-52 Supplemental Appropriations of Rescue Funds. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;

(2) Resolution No. 2023-53 – Paul Whiteman, Jr. made a motion to approve Resolution No. 2023-53 Appointment of Library Board Member Misty Toothman. Keith Fritz seconded the motion. Motion carried unanimously;

(3) Resolution No. 2023-54 – Paul Whiteman, Jr. made a motion to approve Resolution No. 2023-54 Adopting Mission Square 457 Deferred Compensation Plan. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;

(4) Resolution No. 2023-55 – Paul Whiteman, Sr. made a motion to approve Resolution No. 2023-55 Appropriations of Accrual Fund Reserve for Road Crew Equipment. Keith Fritz seconded the motion. Motion carried unanimously.

**Q. Berks County District Attorney Letter for Crime Alert Donation – Paul Whiteman, Jr. made a motion to approve a \$750.00 donation to Crime Alert Berks County. Keith Fritz seconded the motion. Motion carried unanimously.**

**R. Fire Police Request for November 10, 2023 – Paul Whiteman, Jr. made a motion to approve the Fire Police Request for the November 10, 2023 Twin Valley High School Football Game. Keith Fritz seconded the motion. Motion carried unanimously.**

**S. Fire Police Request for November 17, 2023 – Keith Fritz made a motion to approve the Fire Police Request for the November 17, 2023 Twin Valley High School Football Game. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.**

**T. Parks and Recreation Check Request – Paul Whiteman, Sr. made a motion to approve the \$800.00 Parks and Recreation Check Request for the Township Tree Lighting Event expenses. Keith Fritz seconded the motion. Motion carried unanimously.**

**TOWNSHIP REPORTS**

**A. Zoning/Code Enforcement Officer – Monthly report was reviewed.**

**B. Township Administrator – (1) The Board reviewed and concurred with a plan for a copier upgrade for the Township Office. An estimated annual savings of \$207.96; (2) The 2024 fee schedule for Technicon was reviewed, no increases. The Board will**

- review the fee schedule for changes in preparation for the new year; (3) Telephone quotes are under review.
- C. Carnival – Supervisor Paul Whiteman, Jr. informed the Board that the Amusement Company for 2024 is currently under review.
  - 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 – No report.
  - H. Police Department – Monthly report was reviewed. Chief summarized the report and discussed the Department’s December 2, 2023 annual coat drive.
  - I. EMS report - (1) Monthly report was reviewed; (2) Financial Report was reviewed.
  - J. Fire Department – Monthly report was reviewed.
  - K. Parks and Recreation –
    - (1) Minutes were reviewed;
    - (2) Request list was reviewed. Supervisor Paul Whiteman Jr. informed the Board that a meeting will be scheduled to discuss the possibility of Colt Grazioli returning as a Parks and Recreation Committee Member. Supervisor Whiteman also informed the Board that Colt Grazioli will be decorating the tree on the night of Tree Lighting Event. In addition, Supervisor Whiteman discussed donations for the Christmas Village project. The Board requested that the Township Solicitor review procedures for accepting donations.
  - L. Planning Commission Minutes – No meeting in October.
  - 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) 2024 Street Work is under review. Quotes forthcoming for road repair projects discussed during the recent Roads Inspection; (2) Morgantown Garage – no update; (3) Thousand Oaks Bridge superstructure repair cost estimate of \$328,150.00 provided by Engineer Witman includes design and permitting costs. Engineer Anderson recommends budgeting for this project in 2025. Inspection is due this month.

Additionally, Engineer Anderson discussed the following:

- (1) Green Light Go application deadline of December 15, 2023 for timing of corridor. Application is forthcoming for the Board's review and approval; the Board discussed safety issues at the Route 176 signal. Engineer Anderson and Public Works Director McGowan was asked to contact a local State Representative regarding safety concerns;
- (2) COMCAST will soon begin working in the Pennwood Development. A Third Party Locator company will likely be hired to do the utility location part of the project.

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

At this time, Patty Brann, Trappers Run, inquired about the sign in sheet, and Michelle Raymond, Lenape Drive, inquired about the Historical Society.

### **EXECUTIVE SESSION**

The Board recessed for an Executive Session at 8:19PM. Chair Styer called the meeting back to order at 8:28PM indicating that the Executive Session was for a personnel matter.

### **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. Keith Fritz seconded the motion. Motion carried unanimously. The meeting adjourned at 8:29PM.

Respectfully Submitted,

JOAN A. BAIR  
Administrator/Secretary