

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

December 13, 2023

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on December 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; Diana Patton, Treasurer; Eric Brown, Siana Law; Paul Stolz, Chief of Police; Township Engineer Scott Anderson, Kraft Municipal Group; Jeff Kerlin, Zoning Officer; Keith McGowan, Public Works Director; Joan Bair, Township Administrator/Secretary; Margie Bishop, Assistant 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

Steve Stoltzfus, Sheds Unlimited was present to discuss recent construction work.

CORRESPONDENCE

**UGI – “Ahead of Paving” Program
PennDot Letter Dated November 17, 2023 – Bridge Replacement Permit
Application
Board of Assessment Appeals Letter – Poindexter Properties
PennDot Letter Dated December 1, 2023 – Collection of Traffic Data**

EXECUTIVE SESSION

The Board recessed for an Executive Session at 7:03PM. Chair Styer called the meeting back to order at 7:43PM indicating that the Executive Session was for a personnel matter.

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Sr. made a motion to approve the November 8, 2023 Regular Meeting minutes. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- B. Paul Whiteman, Jr. made a motion to approve the November 22, 2023 Regular Workshop Meeting Minutes. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

TREASURERS REPORT

1. The Supervisors reviewed the December 13, 2023 Treasurer’s report. Paul Whiteman, Jr. made a motion to accept the Treasurer’s report. Keith Fritz seconded the motion. Motion carried unanimously.
2. Keith Fritz made a motion to approve two (2) payroll transfers total amount of \$130,000.00 and a transfer for bills in the amount of \$315,000.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

3. The Treasurer proposed end of year transfers. After discussion, the following motions were made:

Paul Whiteman, Jr. made a motion to approve an end of year transfer in the amount of \$80,000.00 from the General Fund to the Accrual Fund Police Overtime line item. Keith Fritz seconded the motion. Motion carried unanimously;

Paul Whiteman, Sr. made a motion to approve an end of year transfer in the amount of \$20,000.00 from the General Fund to the Accrual Fund Police Car Reserve line item. Keith Fritz seconded the motion. Motion carried unanimously;

Paul Whiteman, Jr. made a motion to approve an end of year transfer in the amount of \$25,000.00 from the General Fund to the Accrual Fund Bridge Reserve line item. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

EXPENSE LIST

Paul Whiteman, Jr made a motion to pay the December 13, 2023 bills, \$373,024.80 General Fund; \$4,887.78 Street Light Fund; \$87,250.04 Building Tax Account; \$1,496.00 Accrual Fund. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

BUSINESS

- A. PSATs Certificate – Not presented at this time.
- B. Public Works Roads Scholar Certificates Pay Increases – Keith Fritz made a motion to approve Roads Scholar 1 and II pay increases in the amount of \$1.00 per hour for eligible employees Keith McGowan and Pete Hornberger, retroactively effective August 10, 2022. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- C. Morgantown Road Commercial Traffic Control Signal Easement Agreement – Solicitor Brown summarized agreement. After discussion, Paul Whiteman, Jr. made a motion to approve the Morgantown Road Commercial Traffic Control Signal Easement Agreement between the PA Turnpike Commission and the Township. Keith Fritz seconded the motion. Motion carried unanimously.
- D. Planning Commission Recommendations –
 1. Removing Planned Residential Development (PRD) from Zoning Ordinance – After discussion, the following motions were made: Paul Whiteman, Jr. made a motion to authorize the Engineer to review the SALDO for common/open space requirements. Paul Whiteman, Sr. seconded the motion. Additionally, Paul Whiteman, Jr. made a motion to approve advertising the draft Ordinance amending the Zoning Ordinance to repeal Section 628, Entitled “Planned Residential Development”. Keith Fritz seconded the motion. Motion carried unanimously.

2. Keith Fritz made a motion to approve the Planning Commission drafting an ordinance addressing short term rentals and alternative energy sources. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
 3. Paul Whiteman, Jr. made a motion to approve adopting the revised Township Sidewalk Plan as a Planning Document. Keith Fritz seconded the motion. Motion carried unanimously.
- E. Resolutions for Approval –
1. Paul Whiteman, Jr. made a motion to approve Resolution No. 2023-56 Adopting Budget for 2024. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
 2. Paul Whiteman, Sr. made a motion to approve Resolution No. 2023-57 Adopting the Streetlight Tax Rates for 2024. Keith Fritz seconded the motion. Motion carried unanimously;
 3. Keith Fritz made a motion to approve Resolution No. 2023-58 Setting Tax Rates for 2024. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;
 4. Paul Whiteman, Jr. made a motion to approve Resolution No. 2023-59 Supplemental Appropriations Rescue Fund. Keith Fritz seconded the motion. Motion carried unanimously.
- F. XTL Land Development Project Termination Letter – Paul Whiteman, Jr. made a motion to acknowledge the XTL Land Development Project Termination Letter Dated December 6, 2023. Keith Fritz seconded the motion. Motion carried unanimously. The Board requested that a letter be sent to the PennDot grants department regarding the withdraw of the project submission.
- G. Green Light Go Application – No information at this time.
- H. Roads Inspection follow-up Items – (1) North Twin Valley Road Drainage Matter – no information at this time; (2) Plumwood Road Pond Maintenance – no information at this time.
- I. Stormwater/Drainage Updates – Engineer Anderson informed the Board that the construction quotes for the Rock Ridge drainage improvements will be forthcoming in the Spring.
- J. Public Works –
- (1) Solicitor Brown will review presented list of proposed roads for speed limit of 25 and draft an Ordinance for the Board’s review;
 - (2) Paul Whiteman, Jr. made a motion to approve the \$3,100.00 Air Raid Debris Blower Quote. Keith Fritz seconded the motion. Motion carried unanimously;

- (3) Paul Whiteman, Sr. made a motion to approve the \$2,634.00 Metalum Work Platform quote. Keith Fritz seconded the motion. Motion carried unanimously;
- (4) Paul Whiteman, Jr. made a motion to approve the Elverson Supply quote in the amount of \$9,875.00 for the Village Library Door Replacement project. Keith Fritz seconded the motion. Motion carried unanimously;
- (5) Keith Fritz made a motion to approve utilizing the Rescue Funds for the \$9,550.00 Vector Security Camera quote for the Maintenance Building. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
- (6) Fuel System Facility Relocation Plans to be discussed with Public Works Liaisons in the new year;
- (7) Paul Whiteman, Jr. made a motion to approve the Forcine concrete curb replacement quote in the amount of \$2,750.00 for the Route 176 intersection. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

K. Police Department –

- (1) No left turn sign for Mill Road and Main Street was discussed. Engineer Anderson will assist with traffic study requirements;
- (2) Personnel Promotion – Upon Chief Stolz’s recommendation, Paul Whiteman, Sr. made a motion to approve promoting Detective Corporal Eberly to Detective Sergeant effective January 1, 2024. Keith Fritz seconded the motion. Motion carried unanimously.

L. Sewer Authority Inspections Update – No information available at this time. The Board requested that the Township Office contact the Water and Sewer Authority regarding an update.

M. 2024 Fee Schedule is under review for updates.

N. Keith Fritz made a motion to approve the mailbox damage reimbursement request in the amount of \$77.24 for 1407 Red Hill Road. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

O. Township Complaint Form Received on November 15, 2023 – Township Assistant Margie Bishop summarized the received permits for timber harvesting. The Board requested that the Timber contractor be contacted to confirm timbering permit requirements for 98 Clymer Hill and 120 Willow Glen.

- P. Keith Fritz made a motion to approve 4 hours holiday pay for Non-Uniformed employees in observance of Christmas Eve on December 22, 2023. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

TOWNSHIP REPORTS

- A. Zoning/Code Enforcement Officer – Monthly report was reviewed. Zoning Officer Kerlin informed the Board about the upcoming demolition on Morview Blvd.
- B. Township Administrator – (1) The Board reviewed 2024 rates for Siana Law and Kraft Municipal Group; (2) No update for telephone quotes.
- C. Carnival – Paul Whiteman, Sr. made a motion to approve Paul Whiteman, Jr. as the signer for the 2024 Penn Valley Shows, LLC Carnival Contract. Keith Fritz seconded the motion. Motion carried unanimously.
- D. Maintenance Report – Monthly report was reviewed.
- E. SEO Report – Monthly report was reviewed.
- F. Library Report – (1) Monthly report was reviewed; (2) The Board requested a quote for the smoke detector replacement.
- G. Tax Collector Report – Monthly report was reviewed.
- H. Police Department – Monthly report was reviewed. Chief summarized the report and thanked the community for coat drive donations. Chief also discussed the following items: (1) water main break update; (2) Milling work at Route 23/176; (3) Snow warnings for publication and basketball nets notices; (4) Animal feces issues to be addressed; and (5) Officer Dunlap was commended for his assistance with last year's EMS situation.
- I. EMS report - Monthly report was reviewed.
- J. Fire Department – Monthly report was reviewed.
- K. Parks and Recreation –
- (1) Minutes were reviewed;
 - (2) Request list was reviewed. The Supervisors discussed the electrical needs at the park;
 - (3) The Supervisors discussed storage of the Christmas Village in the P/R storage shed after repairs have been completed.
- L. Planning Commission Minutes – Meeting minutes were 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. No update regarding the Morgantown Garage Parking lot. Engineer Anderson discussed the following: (1) Library parking lot invoice is forthcoming; (2) 2024 Street Work proposal is forthcoming including inventory of work to be done; (3) The Comcast work is in process and social media notices will be posted to inform residents.

P. Solicitor’s Report – Solicitor Brown reported the following: (1) Overlay Ordinance lawsuit case is concluded; (2) Vanguard Renewables will attend the next Planning Commission meeting; (3) Berks Homes informed the Solicitor that a revised Text Amendment is forthcoming.

EXECUTIVE SESSION

No additional Executive Session needed.

At this time, Paul Whiteman, Jr. acknowledged Public Works employee James Koger’s resignation letter. Keith Fritz seconded the motion. Motion carried unanimously.

SUPERVISORS COMMENTS

The Supervisors discussed cancellation of the December Workshop meeting. After discussion, Paul Whiteman, Jr. made a motion to approve cancelling the December Workshop meeting. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

Paul Whiteman, Sr. announced upcoming Historical Society meeting, scheduled for January 8, 2024.

Paul Whiteman, Jr. wished Supervisor Jeff Vickers the best for his future, and welcomed Jack Hess as a new Supervisor in the New Year. And, Supervisor Whiteman wished everyone a Merry Christmas.

Supervisor Keith Fritz wished everyone a Merry Christmas and Happy Holidays!

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. The meeting adjourned at 9:10PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary