

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

January 10, 2024

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on January 10, 2024 in the Caernarvon Township Municipal Building, and via Zoom, 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; Jack Hess, Supervisor; Eric Brown, Siana Law; Paul Stolz, Chief of Police; Diana Patton, Treasurer; Scott Anderson, Kraft Engineering; Jeff Kerlin, Technicon Enterprises; Keith McGowan, Road Foreman; 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.

ZONING PUBLIC HEARING

Solicitor Eric Brown called the Public Hearing to order at 7:01PM EDT. He indicated that the hearing was for the purpose of discussing and adopting an Ordinance to amend the Township Zoning Ordinance to repeal Section 628, entitled “Planned Residential Development.” Solicitor Brown explained that the draft Ordinance met advertising requirements, the Ordinance was advertised in the Reading Eagle on December 26, 2023 and January 2, 2024. In addition, the Ordinance was made available to the public for review at the Township Office.

At this time, the Board deliberated over the proposed amendment, and public comments were received.

Michelle Raymond, Lenape Drive, inquired about the Land Development submittal process.

After discussion, Solicitor Brown closed the public hearing at 7:02PM.

Paul Whiteman, Jr. made a motion to approve the presented Ordinance amending the Zoning Ordinance to repeal Section 628, entitled “Planned Residential Development”. Keith Fritz seconded the motion. Motion carried unanimously.

COMMENTS FROM THE ASSEMBLY

Jodi Harterstine, Wexford Court, requested an update regarding the Wexford Court Land Development matter. Solicitor Brown provided a legal update. The Board requested that the Solicitor provide the Homeowner’s Association with information regarding the legal complaint that has been filed.

CORRESPONDENCE

PSATs News Bulletin – December 2023
Statement of Financial Interests Form
Crime Alert Berks County January 17, 2024 Reception
Berks County Ag Board Memo dated January 3, 2024
Excellence in Government Zoning Course Announcement

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Jr. made a motion to approve the December 13, 2023 Regular Meeting minutes. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

TREASURERS REPORT

1. The Supervisors reviewed the January 10, 2024 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. The Treasurer provided a summary of expenses and year to date interest. After discussion, Paul Whiteman, Jr. made a motion to approve transfers in the amount of \$125,000 for payroll (12/20/23 and 1/5/24 pay dates) and \$65,000.00 to pay the bills. Paul Whiteman, Sr seconded the motion. Motion carried unanimously.

EXPENSE LIST

Paul Whiteman, Jr. made a motion to pay the January 10, 2024 bills, \$120,285.17 General Fund; \$4,942.61 Street Light Fund; \$5,299.00 Accrual Account; \$746.16 Building Tax Account. Jack Hess seconded the motion. Motion carried unanimously.

BUSINESS

A. Paul Whiteman, Jr. made a motion to approve advertising meeting time change for the Board of Supervisors Regular meetings (including Workshop meetings) from 7:00pm to 6:30pm. Keith Fritz seconded the motion. Motion carried unanimously.

B. Sewer Authority Inspections Update – No update at this time. The Board requested that the Sewer Authority be contacted regarding an update.

C. Clyde Smith Ballfield Contract – Paul Whiteman, Jr. provided an update. The Board requested that the Highcroft Ballfield be added to the 2024 contract.

D. Stipulation to Resolve/Settle Penn National Casino Tax Assessment – Solicitor Brown reviewed the Stipulation documentation. After discussion, Paul Whiteman, Jr. made a motion to authorize Solicitor Eric Brown as signer for the Penn National Casino Tax Assessment Stipulation Documentation. Jack Hess seconded the motion. Motion carried unanimously.

E. Twin Valley Fire Department Contract for 2024 – Paul Whiteman, Jr. made a motion to approve the Twin Valley Fire Department Contract for 2024. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

F. Singer Equipment Right of Way – Solicitor Brown explained that the deed of dedication is in the final stages of completion.

G. Planning Commission Recommendation to Update Zoning Ordinance Regarding Common Open Space – Solicitor Brown summarized Section 511 of the SALDO. The Board requested samples of proposed language for the Board's consideration regarding Common Open Space requirements for Developers, including Fee in Lieu Of option.

H. Resolution No. 2024-19 – Keith Fritz made a motion to approve Resolution No. 2024-19 Accrual Account Appropriations. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

I. ARPA/Rescue Funds (1) Keith Fritz made a motion to approve Resolution 2024-20 Supplemental Appropriations. Jack Hess seconded the motion. Motion carried unanimously; (2) The Supervisors reviewed the ARPA proposed projects and requested that the Berks County Emergency System be added to the list.

J. 2023 Audit – Paul Whiteman, Jr. made a motion to approve the Brian Kelly CPA Representation Letter for the 2023 Audit. Keith Fritz seconded the motion. Motion carried unanimously.

K. Draft Ordinance Regarding Maintenance of Dead Trees – Solicitor Brown summarized draft Ordinance. After discussion, Keith Fritz made a motion to approve advertising the Maintenance of Diseased or Dead Trees Ordinance. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

L. Draft Ordinance for Speed Limit of 25 Roads – Currently under review.

M. Township Engineer Anderson discussed the Library paving invoice. After discussion, Paul Whiteman, Jr. made a motion to approve using Rescue Funds to pay the Library Parking Lot Paving Invoice in the amount of \$50,276.60. Keith Fritz seconded the motion. Motion carried unanimously.

N. Fall Roads Inspection Items (Follow-Up) – (1) North Twin Valley Road drainage matter is under review, no update; (2) Public Works Director Keith McGowan explained that the Plumwood Pond Maintenance item is under review/in progress.

O. Public Works Road Scholar Pay Increase for Approval – After review of presented Road Scholar I certificate, Keith Fritz made a motion to approve a .50 cents per hour pay increase for Public Works employee Scott Remolde. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

P. Police Department –

(1) New Full-Time Officer – Upon Chief Stolz’s recommendation, Paul Whiteman, Sr. made a motion for Chief Stolz to proceed with a conditional hiring for the recently interviewed candidate. Keith Fritz seconded the motion. Motion carried unanimously;

(2) New Vehicle Purchase – Upon Chief Stolz’s recommendation, Paul Whiteman, Jr. made a motion to approve proceeding with new vehicle lease package for review and approval at the January Workshop. Keith Fritz seconded the motion. Motion carried unanimously.

Q. Paul Whiteman, Jr. made a motion to approve Resolution No. 2024-21 Berks County UCC Board of Appeals Intergovernmental Agreement. Jack Hess seconded the motion. Motion carried unanimously.

R. Historical Society Meeting Update – Paul Whiteman, Sr. discussed a meeting he held with the Hay Creek Historical Society and the Tri-County Historical Society library. The creation of a Morgantown Historical Society Committee was proposed, the Board concurred with the proposal. Supervisor Whiteman will provide follow-up information in the near future.

TOWNSHIP REPORTS

- A. Zoning/Code Enforcement Officer – Zoning Officer Kerlin thanked the Board for the 2024 appointment. Zoning Officer Kerlin discussed the following items: (1) 315/317 Swamp Road permits; (2) In-Laws Quarters for inclusion in Zoning Ordinance. The Board requested that samples be provided to the Planning Commission for review.

At this time, Supervisor Fritz inquired about regulation of Solar Panels. Zoning Officer Kerlin explained that Solar Panels are currently regulated by the permitting code.

- B. Administrator – No report.
- C. Carnival – Paul Whiteman, Jr. informed the Board that the Entertainment contract has been signed.
- D. Maintenance Report – Monthly report reviewed. Public Works Director Keith McGowan discussed the recent snow event. Woods Lane stormwater matter was discussed and Engineer Anderson explained that the issue has been an ongoing matter. The Board requested that Public Works Director McGowan, Township Engineer and Township Solicitor discuss the matter with the Woods Lane residents.

Also, Paul Whiteman, Jr. inquired about the stormwater issue on Mill Road that has been causing icing on the Township Road. Public Works Director McGowan and other Township Representatives will meet with the resident to discuss the issue.

- E. SEO Report – Monthly report reviewed.
- F. Library Report – (1) Monthly report reviewed; (2) Quote for smoke detector system is under review.
- G. Tax Collector Report – Reports reviewed.
- H. Police Department – Chief Stolz summarized the monthly report and discussed the following activities: park vandalism, Holiday Inn incident and completed police training.
- I. EMS report - Monthly report was reviewed.
- J. Fire Department – Monthly report reviewed.
- K. Parks and Recreation – (1) Recording Secretary options for 2024 discussed. Both Liaisons will be in attendance at the January Parks and Rec meeting; (2) Letter of Interest to serve on the Parks and Rec committee was reviewed. The Board requested that this item be added to the Parks and Rec January meeting agenda.
- L. Planning Commission Minutes – Meeting minutes were reviewed.
- M. Water/Sewer Reports – (1) No Water Authority minutes were reviewed; (2) No Sewer Authority minutes for review.

N. Engineer's Report – Monthly report reviewed. Engineer Anderson discussed the following: (1) Water runoff at Apartments on Main is causing issues for neighboring property. Engineer Anderson will follow-up with Conservation District; (2) Upon Engineer's recommendation, Paul Whiteman, Jr. made a motion to approve the Twin Valley Coffee Letter of Credit Release No. 3 in the amount of \$31,069.34. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

O. Solicitor's Report – Solicitor Brown discussed the Vanguard Renewables revised text amendment for the Planning Commission's review at their January meeting.

At this time, Michelle Raymond, Lenape Drive, inquired about traffic congestion notifications.

EXECUTIVE SESSION

The Board recessed for an executive session at 8:04PM. Chair Styer called the meeting back to order at 8:21PM indicating that the Executive Session was to discuss personnel and litigation matters.

SUPERVISORS COMMENTS

Paul Whiteman, Jr. thanked and commended Public Works Keith McGowan for plow operations during recent snow event.

ADJOURN

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously. The meeting adjourned at 9:39PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary