

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

February 14, 2024

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on February 14, 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

Paul Whiteman, Jr., Acting Chairperson; Keith Fritz, Supervisor; Paul Whiteman, Sr., Supervisor; Jack Hess, Supervisor; Eric Brown, Siana Law; Paul Stolz, Chief of Police; Scott Anderson, Kraft Engineering; Jeff Kerlin, Technicon Enterprises; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary; Margie Bishop, Assistant Secretary. Absent Member: Sandra Styer, Board of Supervisors Chairperson.

CALL TO ORDER

Chairperson Paul Whiteman, Jr. called the meeting to order at 6:30PM EDT. This was followed by the Pledge of Allegiance.

At this time, Chief Stolz presented a Certificate of Exceptional Duty Citation to Officer McCloskey for his keen observation and initiative to respond to a non-police related call on January 28, 2024.

COMMENTS FROM THE ASSEMBLY

No comments.

CORRESPONDENCE

**Berks County Conservation District – Pre Application Meetings for Solar Farm Projects
Municipal Officials Dinner March 14, 2024
Service Electric Product Updates and Rate Adjustments
Commonwealth of PA – Gaming Fund Remittance Advice**

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Sr. made a motion to approve the January 2, 2024 Organization Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously;
- B. Jack Hess made a motion to approve the January 10, 2024 Regular Meeting Minutes. Keith Fritz seconded the motion. Motion carried unanimously;
- C. Keith Fritz made a motion to approve the January 24, 2024 Workshop Meeting Minutes. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

TREASURERS REPORT

- 1. The Supervisors reviewed the February 14, 2024 Treasurer's report. Paul Whiteman, Sr. made a motion to accept the Treasurer's report. Jack Hess seconded the motion. Motion carried unanimously.

2. The Supervisors reviewed the Treasurer's monthly summary. After discussion, Keith Fritz made a motion to approve payroll transfers in the amount of \$64,000.00 (1/17/24), \$58,000.00 (1/31/24), and \$60,000.00 (2/16/24). Jack Hess seconded the motion. Motion carried unanimously.

EXPENSE LIST

Keith Fritz made a motion to pay the February 14, 2024 bills, \$142,656.32 General Fund; \$2,841.41 Street Light Fund; \$64,292.14 Accrual Account; \$396.64 Building Tax Account. Jack Hess seconded the motion. Motion carried unanimously.

BUSINESS

A. Dismissal of Schaeffer Lawsuit – Acting Chairman Paul Whiteman, Jr. read the following public statement, “The Schaffers and Caernarvon Township regret that this matter resulted in litigation, but are pleased that it has been resolved and look forward to working cooperatively in the future”. Solicitor Brown explained that the Township's insurance company settlement amount to the Schaffers is \$1,500.00.

B. Towing Application Received – Upon recommendation by the Solicitor and Chief Stolz, Keith Fritz made a motion to approve the Schaeffer Auto LLC Towing Application. Jack Hess seconded the motion. Motion carried unanimously.

C. New Morgan Borough Morgantown/Quarry Proposed Land Development and Signal Design – Engineer Anderson discussed New Morgan Borough's Land Development proposal. Highlighted points included traffic impact study and PennDot's request for a traffic signal on Quarry Road and Route 10. The Board requested that Engineer Anderson discuss the traffic signal proposal with PennDot and request that the Township be provided with updates. Supervisor Keith Fritz inquired about Phase I plans and the potential impact on Stormwater that could occur on Elverson Road.

D. Willow Glen Road Right of Way Issues (Sign Post, Parking and Debris) – Public Works Director McGowan informed the Board about hazards recently observed along Willow Glen Road. Hazards include parking issues during a hiring event, debris/trash in local field, and a bent sign post that is not a Township sign but is located within the Township's Right of Way. The Board requested that the Township generate a letter informing Morgan Corp about the hazards. In addition, Paul Whiteman, Sr. requested that the applicable photos be forwarded to him.

E. Ordinance for Diseased/Dying Trees – Solicitor Brown summarized Ordinance and advertising requirements which have been met. After discussion, Keith Fritz made a motion to approve the Ordinance to Provide for the Removal of Diseased or Dangerous Trees Within Public Right-of-Way Areas. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

F. Draft Ordinance for Speed Limit of 25 for Applicable Roads – No update at this time.

G. Sewer Authority Inspections Update – No update at this time. Acting Chairman Paul Whiteman, Jr. requested that this item be included on the next agenda.

H. 2024 Clyde Smith Ballfield Contract – Acting Chairman Paul Whiteman, Jr. will be coordinating a meeting with Damon Scott and Public Works Director Keith McGowan to discuss contract. This item is to be included on the next meeting agenda.

I. Quote for One Calls/Utility Locating and Agreement – Engineer Anderson discussed fees, escrow requirement, and agreement which at this time is under review. This item is to be included on the next meeting agenda.

J. New Police Vehicle – (1) Keith Fritz made a motion to approve Resolution No. 2024-23, Fulton Bank Addition to Master Lease. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (2) Paul Whiteman, Sr. made a motion to approve the Fulton Bank Precommencement Funding Agreement. Keith Fritz seconded the motion. Motion carried unanimously.

K. Parks and Recreation Committee Members – Paul Whiteman, Sr. made a motion to approve Resolution No. 2024-24. Keith Fritz seconded the motion. Motion carried unanimously.

L. Communication System – Chief Stolz summarized Savvy Citizen costs and noted 4 Township contacts (Police, Public Works, Township, and Emergency Management) for utilizing the system. After discussion, Keith Fritz made a motion to approve purchasing the Savvy Citizen program at \$149.00 per month. Jack Hess seconded the motion. Motion carried unanimously.

M. Library Fire Alarm System Quotes – Public Works Director Keith McGowan discussed quotes. The Board requested that this item be discussed at the upcoming 2025 Budget Meetings, and that in the meantime Public Works add a cost effective fire alarm system that will be sufficient for Library Building.

N. New Website Quotes – Township Assistant Margie Bishop discussed quotes. The Board requested that all departments review options. This item is to be included on the next meeting agenda.

O. ARPA/Rescue Funds – (1) Keith Fritz made a motion to approve Resolution No. 2024-25. Jack Hess seconded the motion. Motion carried unanimously; (2) The Board reviewed the revised Proposed Projects for ARPA funds.

P. Supplemental Appropriations for Accrual Fund – Keith Fritz made a motion to approve Resolution No. 2024-26. Jack Hess seconded the motion. Motion carried unanimously.

Q. SALDO Open Space Requirements (Samples of Proposed Language for Consideration) – Solicitor Brown explained that this is under review and discussed Fee in Lieu of options including the requirement for a Parks and Recreation Plan. The Board requested that this item be discussed and reviewed by the Planning Commission.

R. Stormwater Issues – (1) Engineer Anderson explained that a letter to applicable residents is currently under review regarding the stormwater issue occurring at Woods Lane; (2) Zoning Officer Jeff Kerlin discussed the meeting that was held with the applicable Mill Road resident regarding water flow that poses an issue on the public road. Zoning Officer Kerlin informed the Board that a temporary fix has been completed and that swale is to be redefined in the Spring. The Board requested that Zoning Officer Kerlin monitor the current situation.

S. Fall Roads Inspection Items – (1) Engineer Anderson discussed the North Twin Valley Road Drainage matter and explained that further discussion is needed regarding eliminating the need for inlet; (2) Plumwood Road Pond Maintenance is currently under review.

T. Historical Society Committee – Paul Whiteman, Sr. discussed inventory of items and selection of Committee Members (Charlene, Diane, Terri, Paul Sr.). The Board requested that the Heroes Banner program be advertised.

TOWNSHIP REPORTS

A. Zoning/Code Enforcement Officer – Zoning Officer Kerlin discussed the following items: (1) 315/317 Swamp Road have a few remaining items to complete; (2) 950 Shiloh Road is under a major expansion which is currently under review by the zoning office; (3) Walmart expansion is forthcoming; (4) Zoning Officer Kerlin requested the Board’s permission to issue a follow up Notice of Violation to a neighboring property along Main Street. The Board concurred.

At this time, Supervisor Fritz inquired about fence at the Service Electric location. Zoning Officer Kerlin will inform the property owner about requirements for a fence permit.

B. Administrator – (1) Draft Elected Auditors Minutes were provided for the Board’s review; (2) Administrator Bair informed the Board about the 2021/2022 Liquid Fuels Audit that was recently completed.

C. Carnival – Paul Whiteman, Jr. informed the Board that Entertainment options are under review, and that Committee Meetings will begin soon.

D. Maintenance Report – Monthly report reviewed. Acting Chair Paul Whiteman Jr. requested that a list of pending items be provided to the Board for review at the Regular meetings.

E. SEO Report – Monthly report reviewed.

F. Library Report – Monthly report reviewed.

G. Tax Collector Report – (1) Monthly report reviewed; (2) 2023 Settlement report reviewed.

H. Police Department – (1) Chief Stolz summarized the monthly highlights and discussed training modules in process, staff updates, and internship request; (2) Certificate of Exceptional Duty Citation was presented to Officer McCloskey at the beginning of meeting.

I. EMS report - (1) Monthly report was reviewed; (2) 2023 Year In Review Report was reviewed. At this time, Chief Stolz informed the Board about a training opportunity that the EMS would like to host in the Township’s Social Hall. The Board concurred.

J. Fire Department – Monthly report reviewed.

K. Parks and Recreation – Minutes reviewed. At this time, Public Works Director McGowan informed the Board that Laurel Construction will soon start budgeted roof repair at the park.

L. Planning Commission Minutes – No Meeting in January.

M. Water/Sewer Reports – (1) 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) Planning Commission agenda items will include Berks Homes Text Amendment and Morgan Corporation Land Development Plan; (2) Apartments on Main stormwater issue is under review including the basin; (3) Mountaineer Village street work; (4) New Morgan Borough Plan and SALDO requirements for notifying local municipalities.

O. Solicitor’s Report – Ordinance 167 regarding snow removal requirements was discussed.

EXECUTIVE SESSION

No Executive Session.

SUPERVISORS COMMENTS

No Supervisors Comments.

ADJOURN

Keith Fritz made a motion to adjourn the meeting. Paul Whiteman, Sr. seconded the motion. The motion carried unanimously. The meeting adjourned at 8:35PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary