

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

March 13, 2024

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on March 13, 2024 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., Vice Chair; Keith Fritz, Supervisor; Paul Whiteman, Sr., Supervisor; Jack Hess, Supervisor; Eric Brown, Siana Law; Matthew Menna, Officer in Charge; Diana Patton, Treasurer; Scott Anderson, Kraft Municipal Group; Jeff Kerlin, Technicon Enterprises; Keith McGowan, Public Works Director; Joan Bair, Township Administrator/Secretary; Margie Bishop, Assistant Secretary.

CALL TO ORDER

Chairperson Sandra Styer called the meeting to order at 6:30PM EDT. This was followed by the Pledge of Allegiance.

COMMENTS FROM THE ASSEMBLY

William Smith, Caernarvon Township Police Officer, requested permission for Officers to sit in on meeting.

CORRESPONDENCE

**Commonwealth of PA Remittance Notice – Liquid Fuels
Berks County Board of Elections – Upcoming Election Tuesday, April 23, 2024
MRM Property & Liability Trust Meeting Notice – April 11, 2024
Berks County Crime Alert Flyer**

EXECUTIVE SESSION

At this time, Chair Styer called for an Executive Session. The Board recessed for an executive session at 6:30PM. Chair Styer called the meeting back to order at 6:59PM indicating that the Executive Session was to discuss personnel and legal matters.

MINUTES OF THE PREVIOUS MEETING

- A. Paul Whiteman, Jr. made a motion to approve the February 14, 2024 Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously;
- B. Paul Whiteman, Sr. made a motion to approve the February 28, 2024 Regular Workshop Meeting Minutes. Jack Hess seconded the motion. Motion carried unanimously.

TREASURERS REPORT

- 1. The Supervisors reviewed the March 13, 2024 Treasurer's report;
- 2. The Treasurer discussed transfers and summarized interest earnings.

After discussion, Keith Fritz made a motion to accept the Treasurer's Report and approve payroll transfers in the amount of \$62,000.00 (3/1/2024), \$61,000.00 (3/16/24). Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

EXPENSE LIST

Paul Whiteman, Jr. made a motion to pay the March 13, 2024 bills, \$186,557.03 General Fund; \$4881.14 Street Light Fund; \$12,319.82 Accrual Account; \$429.79 Building Tax Account. Jack Hess seconded the motion. Motion carried unanimously.

BUSINESS

A. Vanguard Renewables Zoning Text Amendment – Mr. Yoder, Legal Representative for Vanguard Renewables, introduced attending Representatives Mr. Kurtz (landowner) and Ms. McDonald (project manager). Mr. Yoder summarized the proposed Text Amendment. At this time, Mr. Kurtz, landowner, discussed the family farm and the need for future opportunities to keep the farm a viable working farm. Mr. Kurtz also discussed the Vanguard Renewables proposed pipeline/gas design which would benefit the farming business.

At this time, Ms. McDonald gave a Powerpoint presentation about Vanguard Renewables.

Supervisor Paul Whiteman, Sr. inquired about the liquid material versus packaging material option and the imminent domain concept for the pipeline process. Ms. McDonald explained that for the Kurtz farm proposal the process would be liquid material only, a process that would be interconnected with the pipeline proposal. Ms. McDonald also explained that at this time there is no pipeline agreement in process and that the imminent domain concept would not be a part of agreement. In addition, it was explained that the current text amendment does not address a requirement for imminent domain.

Supervisor Paul Whiteman, Jr. inquired about the expiration of any agreements that would be in place for Vanguard Renewables. Ms. McDonald explained that there would be an option to extend any agreements or discussions would take place about the process for a decommission of the project.

Supervisor Paul Whiteman, Sr. inquired about the number of trucks that will be needed for hauling material and the possibility of Vanguard Renewables installing a traffic signal at the 401 intersection. Ms. McDonald estimated 20 trucks. Mr. Yoder explained that further requirements and Township needs would be included in the level of detail during the design phase of the plan submission process. At this time, Mr. Yoder requested an April Zoning Hearing for the Vanguard Renewables Zoning Text Amendment.

Odor Management was discussed, Solicitor Brown explained that permits will be required for maintaining odor management requirements.

After discussion, Paul Whiteman, Jr. made a motion to advertise the Vanguard Renewables Zoning Text Amendment for a zoning hearing to be scheduled for April 10, 2024. Paul Whiteman, Sr. seconded the motion. Motion passed 4-1, Sandy Styer opposed.

B. PennDot Mowing Agreement – To be discussed at March Workshop meeting.

C. Polling Place Agreement for Approval – Paul Whiteman, Jr. made a motion to approve the County of Berks Polling Place Agreement at no charge to the County. Keith Fritz seconded the motion. Motion carried unanimously.

D. Codification Ordinance for Approval – Paul Whiteman, Jr. made a motion to enact the Codification Ordinance presented. Keith Fritz seconded the motion. Motion carried unanimously.

E. New Morgan Borough Morgantown/Quarry Rd. Proposed Land Development and Signal Design Plan – Engineer Anderson discussed the scoping for signal design which is currently under review. At this time the Engineer Anderson is working on obtaining information about the project phase.

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

G. Sewer Authority Inspections Update – No update at this time. This information will remain on future agendas.

H. 2024 Clyde Smith Ballfield Contract – Paul Whiteman, Jr. made a motion to sign the 2024 Ballfields Contract as presented. Keith Fritz seconded the motion.

I. PSATs Alternate Voting Delegate Appointee – Paul Whiteman, Jr. made a motion to approve Resolution No. 2024-27. Jack Hess seconded the motion. Motion carried unanimously.

J. ARPA/Rescue Funds – (1) Paul Whiteman, Jr. made a motion to approve Resolution No. 2024-28. Keith Fritz seconded the motion. Motion carried unanimously; (2) The Supervisors reviewed the revised proposed ARPA projects spreadsheet.

K. Revised 2024 Fee Schedule – Paul Whiteman Jr. made a motion to approve Resolution No. 2024-29 revising the 2024 Fee Schedule to increase Tax Collector's duplicate bill rate from \$7 to \$8. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

L. Stormwater Issues Update – (1) Engineer Anderson informed the Board that a draft letter is in process for the Woods Lane matter; (2) Zoning Officer Kerlin explained to the Board that the Mill Road stormwater matter is to be stabilized soon, property owner will be informed about remaining items.

M. Fall Roads Inspection Items (follow-up) – (1) Engineer Anderson informed the Board that the North Twin Valley Road drainage matter is still in process. Coordination with utility companies is required and currently in process; (2) Zoning Officer Kerlin discussed the Plumwood Road pond maintenance issues. Solicitor Brown requested that Zoning Officer Kerlin confirm the HOA requirements for pond maintenance which should be included in the HOA agreement.

N. Parks Signs – for review at the March Workshop.

O. Public Works – (1) Engineer Anderson discussed the 190 Settlers Trail request for an extension to complete pond maintenance work. The Board requested that Engineer Anderson send a letter notifying property owner about the next step required for maintenance work and include a deadline for completing the work; (2) Paul Whiteman, Jr. made a motion to approve the presented spray materials quote in the amount of \$10,650.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (3) Paul Whiteman, Jr. made a motion to approve the David Sparr Tree Service quote in the amount of \$1,000.00. Jack Hess seconded the motion.

Motion carried unanimously; (4) Public Works Director Keith McGowan informed the Board about recent fuel system repairs.

P. Police Department –

(1) Chief provided an update to the Board about the SAVVY Citizen project;

(2) Corporal promotions was discussed. Upon Chief’s recommendation, Paul Whiteman, Jr. made a motion to approve promoting Officer William Smith to the rank of Corporal effective March 10, 2024, pay rate in accordance with Police Contract. Keith Fritz seconded the motion. Motion carried unanimously. Additionally, upon Chief’s recommendation, Paul Whiteman, Jr. made a motion to approve promoting Officer Andrew McCloskey to the rank of Corporal effective March 10, 2024, pay rate in accordance with Police Contract. Jack Hess seconded the motion. Motion carried 4-1, Keith Fritz opposed;

(3) Vector Security System – Currently under review;

(4) Website Comments – Chief provided the Board with feedback regarding Website quotes.

Q. Website Quotes - After discussion, Jack Hess made a motion to approve the Revise quote for website services. Keith Fritz seconded the motion. Motion carried unanimously.

R. Social Hall Requests – (1) Paul Whiteman, Jr. made a motion to approve the presented Boy Scouts of America Troop 543G Social Hall request for March 16, 2024, at no cost to the Non Profit Organization. Keith Fritz seconded the motion. Motion carried unanimously; (2) through (4) Private Social Hall request forms were reviewed by the Board. The Board is permitting the Township Office to book the Social Hall for private events with inclusion of required forms.

S. Complaint Form Received March 12, 2024 – Upon the Township Solicitor’s recommendation, the Board requested that the Zoning Officer forward complaint form to TIMET and include zoning requirements in letter for sound/noise regulations.

TOWNSHIP REPORTS

A. Zoning/Code Enforcement Officer – Zoning Officer Kerlin informed the Board about a fence encroachment on Hertzler Road which is currently being addressed.

B. Administrator – Nothing to report at this time.

C. Carnival – Paul Whiteman, Jr. informed the Board that the Carnival Committee has begun meeting.

D. Maintenance Report – Monthly report reviewed. Public Works Director McGowan informed the Board that street sweeping operations is scheduled to begin the middle of April.

E. SEO Report – Monthly report reviewed.

F. Library Report – Monthly report reviewed.

- G. Tax Collector Report – Monthly report reviewed.
- H. Police Department – Monthly report was reviewed. Chief thanked the Board for their support during his time off, and thanked Sergeant Menna for his support.
- I. EMS report - No report for review.
- J. Fire Department – Monthly report reviewed.
- K. Parks and Recreation – Minutes reviewed.
- L. Planning Commission Minutes – Minutes reviewed.
- M. Water/Sewer Reports – (1) Water Authority minutes were reviewed; (2) Sewer Authority minutes were reviewed.
- N. Zoning Hearing Board – Keith Fritz made a motion to acknowledge the resignation letter from Kimberly Long, Alternate Zoning Hearing Board Member. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- O. Engineer’s Report – Engineer Anderson summarized the following: (1) Apartments on Main remaining items are under review; (2) Truck restrictions for Quarry, Joanna and Clymer Hill/Willow Glen and Elverson Road were discussed. Previous truck studies are under review; (3) 2024 street work was discussed and estimates were reviewed. Mountaineer Village estimates were discussed including pipe work needs. Public Works Director McGowan provided the Board with needed street work in the area of South Alley.

After discussion, Keith Fritz made a motion to authorize Engineer Anderson to advertise the Mountaineer Village 2024 Road Work Bidding Information. Jack Hess seconded the motion. Motion carried unanimously.
- P. Solicitor’s Report – No additional items for discussion.

EXECUTIVE SESSION

No Executive Session needed at end of agenda.

SUPERVISORS COMMENTS

Paul Whiteman, Sr. informed the Board that the trash issue occurring on Willow Glen Road is currently being addressed.

ADJOURN

Keith Fritz made a motion to adjourn the meeting. Jack Hess seconded the motion. The motion carried unanimously. The meeting adjourned at 9:07PM.

Respectfully Submitted,

JOAN A. BAIR
Administrator/Secretary