**REGULAR MEETING**

**CAERNARVON TOWNSHIP SUPERVISORS**

**AGENDA**

**August 4, 2025**

**INVOCATION –**

**PLEDGE OF ALLEGIANCE**

**MINUTES –** Consider -approving draft meeting minutes from July 7, 2025

**ADDITIONAL AGENDA ITEMS-**

**VISITORS –**

**REPORTS:**

**Roadmaster** – Terry Martin

* Consider HPF roof repair to Glenwood Metals LLC for $10,990.00
* Woods Lane Driveway Agreement

**Treasurer** – Kelly Spica – Request to approve Treasurer’s report and pay bills of $172,951.25 from the General Fund from July 3, 2025 through July 31, 2025

* **Subdivision & Land Development**

**PLANNING ITEMS** -No action items, report submitted

* **Zoning Hearing Board** –

Case #25-1 Caernarvon Township Fire Co – Decision - Approved.

New Applications:

Case No. 25-40. Lawrence Zimerman is requesting a Dimensional Variance from §1801.3 to locate an accessory structure at 531 Edwards Road in the R-1 Residential Zoning District between the building setback line and the street right-of-way line.

Comments from the Planning Commission: The Planning Commission was in favor of

granting the Dimensional Variance from 1801.3 for the hoop/plastic/no floor greenhouse for

seasonal growing, accessory building at 531 Edwards Road in the R-1 Residential Zoning

District between the building setback line and the street right-of-way line.

Case No. 25-41. Andrew Horning is requesting a Dimensional Variance from §1801.3. to locate an accessory livestock structure between the building setback line and the street right-of-way line and a Dimensional Variance from §1801.2. A. for the construction of a 1,600-sf barn on a 1.4-acre lot located at 1889 Turkey Hill Road in the R-1 Residential Zoning District.

Comments from the Planning Commission: The Planning Commission was in favor of

granting the Dimensional Variance from 1801.3 to locate an accessory livestock structure

between the building set back line and the street right-of-way line. Also, in favor of the

Dimensional Variance from 1801.2 for the construction of a 1,600-sf barn on a 1.4 acre lot

located at 1889 Turkey Hill Road in the R-1 Residential Zoning District as long as the barn

is 100 ft from neighbors dwelling.

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Case No. 25-42. Melvin Smucker is requesting a Special Exception per §2104.GGG to operate a kennel at 1823 N. Churchtown Road located in the AG Agricultural Zoning District on a 6.39-acre lot. He is requesting a Dimensional Variance from §1801.2. C. to exceed the maximum size of an accessory structure, a Dimensional Variance of §2104.GGG(3) to locate the kennel closer than 250’ from any property line, and a Dimensional Variance of §2104.GGG (5) to locate the kennel within 500’ of a dwelling on an abutting property.

Comments from the Planning Commission: Planning Commission is not willing to make any

exceptions to Ordinance #112 of the Kennel Ordinance which was Adopted July 10, 2017.

The owner is also requesting Dimensional Variances from §403.5. A., §1703.1, and §1903.1. A. for locating a dwelling unit within a front yard setback for the conversion of a portion of an accessory structure into a dwelling unit, a Dimensional Variance of §1802.C.(1) for keeping large domestic animals in other than a rear yard area, and a Dimensional Variance of §1802.C(4) for keeping large animals within 100’ of a dwelling on an abutting property

Comments from the Planning Commission: David Bitner from Bitner Engineering was

present, but the property owner Melvin Smucker did not attend, so some of the questions

could not be answered. The Dimensional Variances from 403.5 A, 1703.1 and 1903.1. A, for

locating a dwelling unit within a front yard setback for the conversion of a portion of an

accessory structure into a dwelling unit, some of the concerns/questions; non-owner occupied

property, the age of the building and that it was built as an accessory building therefore, did

not have a building inspection, septic/water hook-ups, if it is up to current code. If permitting

and codes are met, then it may not be an issue. Dimensional Variance for 1802.C(1) for

keeping large domestic animals in other than a rear yard area, and a Dimensional Variance

of 1802.C(4) for keeping large animals within 100’ of a dwelling on an abutting property.

This would have been Grandfathered into the existing accessory building but with the change

of use of the accessory building to a residence, it brought some concerns/questions, as well as

non-owner occupied property.

* **Engineer** – Vision Engineering, report submitted

1. **428 California Road Stormwater Plan (BERG Group)**Consider releasing the Escrow Funds ($ 127,536.00 plus any accrued interest as may be applicable).

* **SEO** – Vision Engineering – No action items, report submitted
* **CCSWA** – Bob Watts – no report submitted

* **Host Municipal Inspector –** Sharon Krock report submitted for June 2025
* **Planning Commission** – Julie Ammons-draft meeting minutes submitted for July 2025
* **Agricultural Advisory Committee** – Bob Lauffer

Next meeting August 19, 2025

* **Poole Forge –** Dawn Ekdahl

HPF Treasurer Report as of July 15 2025

HPF Meeting Minutes as of June 17 2025

HPF Paymaster Report for June 2025

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* **Caernarvon Historical Society –** Yvonne Styer
* **Caernarvon Elementary School Property Committee** –
* **Emergency Management Coordinator** – Joe Kennedy
* **Zoning Officer – Robin Royer** – No report submitted
* **UNFINISHED BUSINESS**
* **CONSIDERATION OF ADDITIONAL AGENDA ITEMS**
* **NEW BUSINESS**

Consider approval to appoint Kelly Spica Chief Administrative Officer to the pension plan

Consider approval to appoint Paulene Redding as our township’s Recycling Coordinator.

**INFORMATIONAL ITEMS**

**CORRESPONDENCE**

CrossNet Ministries Dinner & Auction Invite

EHBEMS June 2025 Report

HPF Roof Quote

LCCD Annual MS4 Report

LCSMA State of the Authority Invite

Tax Sale List for Caernarvon Township

WB Lanchester LLC App for Municipal Waste Permit

**PUBLIC COMMENT**

Next BOS Meeting – Tuesday, September 2, 2025

\*\*note change of day due to Monday Labor Day Holiday\*\*