

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES  
JANUARY 25, 2022**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on January 25, 2022 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, and via Zoom, pursuant to notice according to law.

**ATTENDING OFFICIALS**

Sandra Styer, Chairperson; Paul Whiteman, Jr., Supervisor; Jeff Vickers, Supervisor; Keith Fritz, Supervisor; Paul Whiteman, Sr., Supervisor; Eric Brown, Siana Law; Paul Stolz, Chief of Police; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary.

**CALL TO ORDER**

Chairperson Sandra Styer called the meeting to order at 7:00 PM. This was followed by the Pledge of Allegiance.

**CORRESPONDENCE**

Water Authority Fire Hydrants Report  
MABA Newsletter January 2022

**COMMENTS FROM THE ASSEMBLY**

Michelle Raymond, Lenape Drive, inquired about the Twin Valley Road truck traffic route, Mill Road snow fencing, a one way option at the Village Inn intersection, and Land Development Plan updates. Additionally, Ms. Raymond provided comments regarding Resolution 2022-16.

**BUSINESS**

- A. Resolution 2022-16, Attending a Public Meeting to Record Proceedings – To be discussed further at next meeting.
- B. Planner for Approval – Tom Comitta, Thomas Comitta Associates, Inc., introduced himself and gave an overview of his firm’s planning services. Mr. Comitta discussed the Board of Supervisors’ options and ideas for the IOP District including items relative to the redevelopment of the Morgantown Airport parcel. He gave an overview of Municipal Planning Code (MPC) Section 606 regarding overlay district options.  
  
Supervisor Paul Whiteman, Jr., explained that in the past an industrial plan for the airport property was presented to the Board which wasn’t a favorable option for the community.

Chair Styer recommended moving forward with a Planner before changing the IOP District zoning uses. The Board concurred with obtaining advice from Township Planner Scott Anderson, Kraft Engineering. At this time, Chair Styer explained that the Berks Homes text amendment will be reviewed at the March 8, 2022 Regular Meeting.

- C. Payroll Transfer – Jeff Vickers made a motion to ratify the payroll transfer amount of \$50,000.00, from the Accrual Account, for the January 21, 2022 pay date. Keith Fritz seconded the motion. Motion carried unanimously.
- D. ARPA (Rescue) Funds –
  - (1) Forms for the approved ARPA checking account are ready for signature;
  - (2) Solicitor Brown summarized Resolution 2022-19. After discussion, Paul Whiteman, Jr. made a motion to approve Resolution 2022-19 to authorize premium pay to eligible essential workers of Caernarvon Township. Jeff Vickers seconded the motion. Motion carried unanimously. Solicitor Brown will follow up with a draft Conflict of Interest Policy;
  - (3) Expenditures for Approval – Keith Fritz made a motion to approve Resolution 2022-21 Supplemental Appropriations for 2022 Budget. Jeff Vickers seconded the motion. Motion carried unanimously.
- E. Resolution 2022-20 – Paul Whiteman, Jr. made a motion to approve Resolution 2022-20, Water Authority Board Appointment. Jeff Vickers seconded the motion. Motion carried unanimously.
- F. Non-CDL Operating Commercial Vehicle– Jeff Vickers made a motion to accept the Air Brakes quiz as presented, a procedure for Non-CDL drivers authorized to operate commercial vehicles. Keith Fritz seconded the motion. Motion carried unanimously.
- G. 2022 Freightliner Financing Options – The Supervisors concurred on obtaining quotes for an extended warranty. In addition, the Supervisors discussed procedures for running vehicles for preventative maintenance.
- H. Tree Service Quote – Paul Whiteman, Jr. made a motion to approve the David Sparr, Jr. Tree Service Quote for Pennwood Open Space work. Jeff Vickers seconded the motion. Motion carried unanimously.
- I. Fire Alarm System Maintenance Plan – Quotes forthcoming.
- J. Draft IOP Amendment, Section 579.D – Solicitor Brown forwarded to the County Planning Commission for review and comments.
- K. Northumberland Regional Police Traffic Services Grant – Chief Stolz requested approval for submitting traffic services grant agreement as presented. Michelle Raymond, Lenape Drive, requested an explanation about grant. Chief Stolz summarized grant agreement. After discussion, Jeff Vickers made a motion to approve the Board Chair as signer and Joan Bair as Fiscal Officer for the Traffic Services Grant Agreement Submission. Keith Fritz seconded the motion. Motion carried unanimously.

L. Ordinances for Review –

- (1) No. 210, Keeping of Animals – Keith Fritz made a motion to advertise Ordinance No. 210 Keeping of Animals as presented. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
- (2) No. 188, Park Rules – Parks and Recreation feedback forthcoming;
- (3) No. 30, Nuisance – Solicitor Brown explained that most viable nuisances listed in this Ordinance are covered by the Law. After discussion, Paul Whiteman, Jr. made a motion to approve advertisement of Ordinance repealing Ordinance No. 30. Keith Fritz seconded the motion. Motion carried unanimously. The Supervisors requested a draft Ordinance for grass cutting regulations.

M. Honey Brook Township Road Maintenance Agreement (draft) – This item will be discussed at the next Regular Meeting.

N. PSATs Conference Attendance – The Supervisors were reminded about PSATs conference registration.

O. Request for Proposal – The Supervisors reviewed a proposal from the Troup 37 District Membership Committee. Committee Members will be in attendance at the Board of Supervisors' February 8, 2022 Regular Meeting to provide more details about proposal.

P. Township Interns – Township Administrator Joan Bair informed the Board that a new intern has been assigned for the next marking period. The Board concurred on continuing the intern program.

After discussions, Paul Whiteman, Jr. requested that the Board of Supervisors be informed about new Land Development Plans submitted to the Township Office.

### **EXECUTIVE SESSION**

The Supervisors recessed into an Executive Session at 8:14PM. Chair Styer called the meeting back to order at 8:43PM summarizing that the session was to discuss a personnel issue.

### **SUPERVISORS COMMENTS**

No comments.

### **ADJOURNMENT**

Paul Whiteman, Jr. made a motion to adjourn the meeting. Jeff Vickers seconded the motion. Motion carried unanimously. Meeting adjourned at 8:44PM.

Respectfully Submitted,

Joan A. Bair  
Township Secretary