

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

APRIL 26, 2022

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on April 26, 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 7:07 PM. This was followed by the Pledge of Allegiance.

CORRESPONDENCE

No Correspondence

BUSINESS

- A. 2022 Street Work – Bid Proposal for advertisement was approved during the Roads Inspection meeting.
- B. 15 Oxford Drive Permit Waiver Request – Jeff Vickers made a motion to approve the 15 Oxford Drive Open Space Encroachment Agreement. Keith Fritz seconded the motion. Motion carried unanimously.
- C. Parks Ordinance for Review – To be discussed next meeting.
- D. Escrow Fund Transfer – Paul Whiteman, Jr. made a motion to approve the Hillside Escrow Account Transfer to General Fund Account in the amount of \$2,500.00. Keith Fritz seconded the motion. Motion carried unanimously.
- E. Police Pension Plan – Keith Fritz made a motion to approve the Chair signing the Police Pension Investment Policy Statement. Paul Whiteman Sr. seconded the motion. Motion carried unanimously.
- F. RKL Audit – Paul Whiteman Jr. made a motion to approve the Chair signing the RKL Audit Objectives Letter. Jeff Vickers seconded the motion. Motion carried unanimously.
- G. ET&T Meeting Room Sound Device – The Supervisors requested more information and quotes.
- H. MABA Memorial Tree Suggestion – For discussion at next meeting.
- I. Public Works – (1) The Supervisors concurred with contacting applicants for Summer Help interviews; (2) The Supervisors reviewed the CDL job description,

- further review is needed. No action taken at this time; (3) Road Foreman McGowan discussed the need for tree removal in the Mulberry Court development. The Supervisors requested that the Township Administrator send a letter to the HOA.
- J. Police Department Part-Time New Hire – To be discussed during Executive Session.
 - K. Paul Whiteman Jr. made a motion to approve transferring funds for this week's payroll, amount not to exceed \$60,000.00. Paul Whiteman Sr. seconded the motion. Motion carried unanimously.
 - L. Administrative Assistant Job Posting – The Supervisors suggested contacting PSATs for job posting options.

EXECUTIVE SESSION

The Supervisors recessed into an Executive Session at 7:29PM. Chair Styer called the meeting back to order at 8:22PM summarizing that the session was to discuss personnel and litigation matters.

Paul Whiteman Jr. made a motion to approve hiring Part-Time Police Officer, William John Reppert, at the rate of \$25.97, subject to successful completion of background checks including MPOETC and Act 57 requirements. Jeff Vickers seconded the motion. Motion carried unanimously.

SUPERVISORS COMMENTS

No comments.

ADJOURNMENT

Jeff Vickers made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. Meeting adjourned at 8:26PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary