

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

**June 13, 2022**

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on June 13, 2022 in the Caernarvon Township Municipal Building, and via Zoom, located at 3307 Main Street, Morgantown, PA, pursuant to notice according to law.

**ATTENDING OFFICIALS**

Sandra Styer, Chairperson; Paul Whiteman, Jr., Supervisor; Keith Fritz, Supervisor; Paul Whiteman, Sr., Supervisor; Andy Rongaus, Siana Law; Paul Stolz, Chief of Police; Diana Patton, Treasurer; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary. Absent Members: Jeff Vickers, Supervisor and Scott Anderson, Township Engineer.

**CALL TO ORDER**

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

**COMMENTS FROM THE ASSEMBLY**

No Comments.

**CORRESPONDENCE**

The following correspondence was previously forwarded to the Board of Supervisors for review, no further comments:

**PennDot National Bridge Inspection Standards  
PSATs News Bulletin – June 2022**

**MINUTES OF THE PREVIOUS MEETING**

- A. Paul Whiteman, Jr. made a motion to approve the May 10, 2022 Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.
- B. Paul Whiteman, Sr. made a motion to approve the May 24, 2022 Workshop Meeting minutes. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.

**TREASURERS REPORT**

- 1. The Supervisors reviewed the June 13, 2022 Treasurer's report. Keith Fritz made a motion to accept the Treasurer's report. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.
- 2. Carnival Credit Card Transactions – Supervisor Paul Whiteman, Jr. explained that no transactions were processed for the card readers.
- 3. Transfers – Paul Whiteman, Jr. made a motion to approve the following transfers: (1) \$70,000.00 from Savings to Checking to pay bills; and, (2) \$50,000.00 for the June 10, 2022 payroll. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously, 4-0.

## **EXPENSE LIST**

Paul Whiteman, Jr. made a motion to pay the June 13, 2022 bills, \$293,427.69 General Fund; \$4,531.92 Street Light Fund; \$56,547.66 Accrual Account; \$75,183.48 Building Tax Account. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

## **BUSINESS**

A. 2022 Street Work – Upon the Engineer’s Recommendation, Paul Whiteman Jr. made a motion to award the 2022 Roadwork Project to New Enterprise Stone & Lime, Co in the amount of **\$380,267.60 Alternate Bid**. Keith Fritz seconded the motion. Motion carried unanimously, 4-0. The Supervisors requested that the Willow Glen stormwater inlet matter be placed on the Road Inspections List.

B. Keith Fritz made a motion to approve a \$100.00 donation to the Berks History Center. Paul Whiteman Sr., seconded the motion. Motion carried unanimously, 4-0.

C. Keith Fritz made a motion to approve a 100.00 donation to Albright Center for Excellence in Government. Paul Whiteman Jr. seconded the motion. Motion carried unanimously, 4-0.

D. Friendship Park Security Cameras – Paul Whiteman Jr. made a motion to approve Joan Bair as the signer for the Vector Security Commercial Purchase and Services Agreement for the Friendship Park Security Cameras purchase. Paul Whiteman Sr. seconded the motion. Motion carried unanimously, 4-0.

E. LYNX Computer Security Upgrade Proposal – No action taken. This item will be discussed at a later time.

F. Ehrlich Agreement for Burdy Park – No action taken. This item will be discussed at a later time.

G. Paul Whiteman Jr. made a motion to approve the Keystone Fire and Security battery replacement proposal in the amount of \$536.69. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

H. MABA Memorial Tree Suggestion – No action taken at this time. The MABA will be providing follow up information.

I. All Traffic Solutions Warranty Renewal – Paul Whiteman Jr. made a motion to approve the 12-month warranty for the portable Electronic Messaging Board. Keith Fritz seconded the motion. Motion passed unanimously, 4-0.

J. Tax Collector Discount Requests – Paul Whiteman Jr. made a motion to approve the Tax Collector accepting the 3301 Main Street and 924 Elverson Road discounted tax payments. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

K. Rescue Funds – (1) Paul Whiteman Jr. made a motion to approve Resolution 2022-38. Paul Whiteman Sr. seconded the motion. Motion carried unanimously, 4-0; (2) EMS funding request to be discussed at a later time due to postponement of their meeting; (3) Twin Valley Fire Department funding – no items for this meeting.

L. Police Department – (1) Keith Fritz made a motion to accept the Part-Time Officer resignation notice effective June 2, 2022. Paul Whiteman Sr. seconded the motion. Motion

carried unanimously, 4-0; (2) Paul Whiteman Jr. made a motion to approve Resolution 2022-40. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

M. Public Works – (1) 2022 Freightliner Financing in process, waiting for 2021 Township Audit report; (2) Keith Fritz made a motion to approve Resolution 2022-39. Paul Whiteman Sr. seconded the motion. Motion carried unanimously, 4-0; (3) Road Foreman McGowan discussed life expectancy of the Township Building roof shingles. Estimate is forthcoming for budget.

At this time the piano displayed in the social hall was discussed. The Board requested that the Administrator contact the Historical Society to coordinate relocation of the piano.

N. Personnel Manual Updates – This item will be discussed at a later time. More time needed for review.

O. Valley Ponds HOA Request – The Board requested that the Police Department monitor this area for traffic flow.

P. Land Development Plans –

- (1) Morgantown Affiliates – Plan to be reviewed by Township Engineer;
- (2) Wexford Court – Outstanding items are currently under review;
- (3) Sheds Unlimited – Land Development agreements are in process.

Q. Stormwater/Driveway Non-Compliance –

- (1) 371 Swamp Road – Under review by Solicitor;
- (2) 83 Hertzler Drive – Under review by Solicitor.

R. Stormwater/Drainage Items –

- (1) 91 Rock Ridge – Right of Way under review, contact with owners is in process;
- (2) North Twin Valley Road Drainage – Add to Roads Inspection List;
- (3) Shiloh & California Road Swale Issue – Add to Roads Inspection List.

S. “Overhanging Trees and Shrubs” and “Street Obstructions” Sample Ordinance – Under review.

T. Draft Ordinance No. 188 Parks – Currently under review.

U. Probationary Period for Chief’s Contract – Keith Fritz made a motion to approve the successful completion of Chief’s probationary period as of June 21, 2022. Paul Whiteman Sr. seconded the motion. Motion carried unanimously, 4-0.

V. Morgantown Sign – Installation still in process. Supervisor Paul Whiteman Jr. requested that the other existing Morgantown sign also be refurbished.

## **TOWNSHIP REPORTS**

A. Township Administrator – Sheds Unlimited Land Development Plans are ready for Township signatures.

B. Carnival – Paul Whiteman Jr. requested check approvals for entertainers. After discussion, Paul Whiteman Sr. made a motion to approve the following checks for entertainers:

- (1) \$2,000.00 made payable to Jeff Krick;
- (2) \$2,000.00 made payable to Flight Risk Band/Bernard Phillips;
- (3) \$2,000.00 made payable to Frank Kielb; and
- (4) \$2500.00 made payable to JB Sound/Jess Zimmerman Band.

Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

Presales for wrist bands was discussed. Paul Whiteman Sr. made a motion to approve permitting the Carnival Committee to utilize wristbands presale cash for carnival startup money. Keith Fritz seconded motion. Motion carried unanimously, 4-0.

Paul Whiteman Jr. requested approval for an additional \$1,500.00 payable to carnival fireworks entertainer, for a total amount of \$10,000.00. Paul Whiteman Sr. made a motion to approve a check in the amount of \$10,000.00 made payable to International Fireworks. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

C. Maintenance Report –

- (1) Monthly Maintenance report was reviewed;
- (2) No Parking Ordinance (Commercial Vehicles Parking on Streets) – Under review.

D. SEO Report – Monthly report reviewed.

E. Library Report – (1) Monthly report reviewed; (2) Outside Garden Plans – no update.

F. Tax Collector Report – Monthly reports reviewed.

G. Police Department –

(1) Monthly Report reviewed. Chief Stolz summarized the monthly report and informed the Board about increase in activities;

(2) Morgantown Interchange Toll Plaza to SR-10 “stop ahead” sign has been added.

H. Zoning/Code Enforcement Officer – (1) Monthly Zoning/Code report reviewed; (2) Zoning Officer Naugle informed the Board that Morgantown Garage Parking Lot plans are in process;

I. EMS report - Monthly report reviewed.

J. Fire Department – Monthly report and July 19<sup>th</sup> meeting notice reviewed.

K. Parks and Recreation – (1) Minutes were reviewed; (2) Request list was reviewed. Item G, Comp Plan is not budgeted at this time and Item I, MAA and Township representatives will meet to discuss contract.

L. Planning Commission Minutes – Minutes were reviewed.

M. Water/Sewer Reports – (1) Water Authority minutes were reviewed; (2) No Sewer Authority reports provided.

N. Engineer's Report – (1) Monthly report reviewed; (2) 160 Willow Glen Driveway matter was discussed, Engineer provided recommendations.

O. Solicitor's Report – Monthly report reviewed.

### **EXECUTIVE SESSION**

The Supervisors recessed into an Executive Session at 7:48PM. Chair Styer called the meeting back to order at 8:06PM summarizing that the session was to discuss a personnel matter.

### **SUPERVISORS COMMENTS**

Paul Whiteman Sr. discussed a company picnic to be held some time this Summer.

Paul Whiteman Jr. invited everyone to attend the Morgantown Carnival which starts tomorrow night.

### **ADJOURN**

Paul Whiteman Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. The motion carried unanimously, 4-0. The meeting adjourned at 8:07PM.

Respectfully Submitted,

JOAN A. BAIR  
Administrator/Secretary