

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

JUNE 28, 2022

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on June 28, 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; 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.

COMMENTS FROM THE ASSEMBLY

Mike Moyer, Youth Pastor from MCC, shared a community outreach program opportunity. Chair Styer requested that Mr. Moyer provide the Township with a flyer for posting on social media.

Michelle Raymond, Lenape Drive, inquired about historical society collection items in the Township Building.

CORRESPONDENCE

American Rescue Plan Final Rule Edition – PSATs Notice

BUSINESS

- A. Kim Dental Land Development Plan Letter of Credit Release – Upon the Township Engineer and Solicitor recommendations, Paul Whiteman Jr. made a motion to approve Letter of Credit Escrow Release No. 1 in the amount of \$308,110.15. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Sheds Unlimited Land Development Agreements – Paul Whiteman Jr. made a motion to accept and approve the Sheds Unlimited Development, Financial, and Stormwater Agreements as presented. Jeff Vickers seconded the motion. Motion carried unanimously. Discussion took place regarding pre-construction meetings and possible road closures for the project.
- C. Kenton Zimmerman, 179 Swamp Road, Waiver Request – Mr. Zimmerman presented construction plans for a new kennel and requested a waiver of Land Development submission. Mr. Zimmerman explained that the project will comply with requirements stated in the Caernarvon Township Zoning Hearing Board Decision. The Supervisors

explained that further review is needed including comments from the Township Engineer and Zoning Officer. No action taken at this time.

- D. IRS Mileage Rate Increase – The Supervisors requested that a Resolution be prepared for the July Regular Meeting.
- E. Township Roof Repair Estimate – The Supervisors discussed planning and budgeting for this projected expense.
- F. 2022 Freightliner Financing Agreement – Paul Whiteman Jr. made a motion to approve Joan Bair as alternate signer for the 2022 Freightliner Financing Agreement paperwork. Keith Fritz seconded the motion. Motion carried unanimously.
- G. Computer Security Upgrade – Keith Fritz made a motion to approve adding the Multi Factor Authentication to all Township Computers, at a cost of \$3.00 per user. Paul Whiteman Sr. seconded the motion. Motion carried unanimously.
- H. Upgrades for Supervisors Computers – Keith Fritz made a motion to approve obtaining ordering information for four (4) Microsoft Surface Tablets with Keyboard and Mouse. Jeff Vickers seconded the motion. Motion carried unanimously.
- I. Payroll Transfer – Jeff Vickers made a motion to approve the June 24, 2022 payroll transfer in the amount of \$55,000.00. Keith Fritz seconded the motion. Motion carried unanimously.
- J. Administrative Assistant Position – Applications were received and are under review.

EXECUTIVE SESSION

The Supervisors recessed into an Executive Session at 7:42PM. Chair Styer called the meeting back to order at 8:07PM summarizing that the session was to discuss personnel matters.

SUPERVISORS COMMENTS

Supervisor Paul Whiteman, Jr. discussed the Carnival's success and explained that financial reports are forthcoming.

Lynn Burkholder, Twin Valley Coffee, thanked the Carnival Committee for planning the Carnival.

ADJOURNMENT

Keith Fritz made a motion to adjourn the meeting. Paul Whiteman Sr. seconded the motion. Motion carried unanimously. Meeting adjourned at 8:09PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary