

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

JULY 26, 2022

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on July 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 7:00 PM. This was followed by the Pledge of Allegiance.

COMMENTS FROM THE ASSEMBLY

No comments from the assembly.

CORRESPONDENCE

Commonwealth of PA Remittance Advice – ARPA Supplemental Distribution

BUSINESS

- A. Board Meeting Dates Change – Paul Whiteman, Jr. made a motion to approve and advertise the Regular Board meeting dates change from the 2nd Tuesday of the month to the 2nd Wednesday of the month for the 2022 meeting dates, starting the month of August. Jeff Vickers seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION

At this time, Chair Styer requested an Executive Session. The Board recessed for the Executive Session at 7:02PM. Chair Styer called the meeting back to order at 7:52PM summarizing that the session was to discuss personnel matters.

- B. Personnel Manual Updates – (1) Keith Fritz made a motion to advertise the presented CDL job advertisement. Jeff Vickers seconded the motion. Motion carried unanimously. CDL/Non CDL job descriptions were reviewed and revisions were discussed; (2) The Supervisors reviewed the Non-Uniformed Benefits chart and requested further review.
- C. Public Works – (1) 2005 International Municibid Results – Paul Whiteman, Jr. made a motion to approve the 2005 International winning bid amount of \$30,000.00 with Bill of Sale. Keith Fritz seconded the motion. Motion carried unanimously; (2) Keith McGowan discussed repair options for the John Deere tractor boom mower; (3) Guiderail Estimate – Paul Whiteman, Jr. made a motion to approve the \$4,000.00

repair estimate for the Morgan Way & Quarry Rd. guiderail. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (4) Road Closure – Paul Whiteman, Jr. made a motion to approve the North Twin Valley Road closure the first week in August, Elverson Rd. to Joanna Rd. detour will be posted. Jeff Vickers seconded the motion. Motion carried unanimously; (5) Street Obstructions and “Overhanging Trees and Shrubs” sample Ordinance was discussed. Further review needed; (6) Removal of Dead Trees – Road Foreman McGowan discussed Right of Way work needed for removal of Ash trees. After discussion, Jeff Vickers made a motion to approve the Ash Tree removal work within the Township’s Right of Way. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (7) CoStars – The Board requested that other purchasing options be researched; (8) Township Building Roof Repairs – Road Foreman McGowan informed the Board about roof repairs that were completed.

- D. Walking Trail Tree Damage – Information from the zoning officer is forthcoming.
- E. Safety Net Sanctuary – Paul Whiteman, Jr. made a motion to approve the 2023 Safety Net Sanctuary contract as presented. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- F. MAA Contract – The Board requested that a letter be sent to MAA regarding the upkeep of the Ballfield snack shack. The MAA contract is currently under review and to be discussed at next Township meeting.
- G. Little Mates Emergency Evacuation Procedure Plan – Paul Whiteman, Jr. made a motion to approve signing the Little Mates Emergency Evacuation Procedure Plan. Keith Fritz seconded the motion. Motion carried unanimously.
- H. RKL Letter – Paul Whiteman, Jr. made a motion to approve signing the RKL Letter for the Tax Collector audit. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- I. Fire Department Budget Letter – Paul Whiteman, Jr. made a motion to approve adding a new ladder truck order to the Twin Valley Fire Department’s budget meeting agenda. Keith Fritz seconded the motion. Motion carried unanimously.
- J. Winter Banners Design – The Board requested adding Berks County to banner design #5 and remove the red outline. Chair Styer requested that the revised design be forwarded to the Parks and Recreation Committee for review.
- K. Township Cell Phones – The Board requested quotes from other cell phone providers.
- L. Paul Whiteman, Sr. made a motion to approve the payroll transfer in the amount of \$45,000.00. Jeff Vickers seconded the motion. Motion carried unanimously.

SUPERVISORS COMMENTS

Supervisor Paul Whiteman, Sr. discussed Township Building’s historical society items. Paul Whiteman, Jr. made a motion to appoint Paul Whiteman, Sr. as the representative who will coordinate obtaining the Township Building’s historical society inventory list. Keith Fritz seconded the motion. Motion carried unanimously.

Keith Fritz recognized Frank Payne's corner lot mowing efforts.

ADJOURNMENT

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. Meeting adjourned at 8:38PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary