

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES  
AUGUST 23, 2022**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on August 23, 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; Andy Rongaus, 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**

Michelle Raymond, Lenape Drive, inquired about the job opening for the Public Works Department.

**CORRESPONDENCE**

**COMCAST Service** – Paul Whiteman, Jr. made a motion to forward this information to Solicitor Eric Brown for review. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

**Berks County Association of Township Officials – County Convention October 20, 2022**

**Caernarvon Township Municipal Sewer Authority DEP Permit Renewal**

**BUSINESS**

- A. Sheds Unlimited Road Closure Information – No update at this time.
- B. S. Twin Valley Road Right of Way – Road Foreman McGowan explained that the Township Engineer is currently having discussions with the Turnpike Commission contact.
- C. XTL Extension Letter – Keith Fritz made a motion to acknowledge the XTL plan review time extension effective until December 31, 2022. Jeff Vickers seconded the motion. Motion carried unanimously.
- D. Water Quality Management Permit Request from Great Valley – Paul Whiteman, Sr. made a motion to approve sending a concurrence letter for the Municipal Sewer Authority WQM Permit. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

- E. Mill Water Dam Emergency Action Plan – Keith Fritz made a motion to approve Paul Whiteman, Jr. as signer for the Mill Water Dam Emergency Action Plan. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
  
- F. Hillside Custom Machining Building Addition Address Assignment – Paul Whiteman, Sr. made a motion to approve the Berks County Emergency Services recommended address assignment, 200 Morgan Way, Morgantown, PA for the Hillside Custom Machining Building Addition. Jeff Vickers seconded the motion. Motion carried unanimously.
  
- G. Walking Trail Tree Damage Report – No action required, matter resolved.
  
- H. Public Works – (1) Morgan Corporation Driveway/Swale Matter will be discussed with Township Engineer; (2) Road Foreman McGowan explained that plans are in the works for bridge tar and chip work. Paul Whiteman, Jr. inquired about Indian Springs work, Road Foreman McGowan has included that matter on list; (3) Rust proofing – Paul Whiteman, Jr. made a motion to approve rust proofing work for the Public Works fleet, amount not to exceed \$3,000.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.  

At this time, Road Foreman McGowan inquired about approval for fertilizer purchase. The Board requested that this item be addressed at the September Regular Meeting. Also, Road Foreman McGowan discussed a water exchange proposal for a fleet washing system. After discussion, the Board concurred with the Road Foreman and Administrator sending a letter to the Lancaster County Caernarvon Water Authority requesting permission to incorporate a fleet washing exchange system at their location.
  
- I. 111 Morgan Way New Assessment and Settlement Agreement for Approval – Paul Whiteman, Jr. made a motion to approve the 111 Morgan Way New Assessment Real Estate Refund. Keith Fritz seconded the motion. Motion carried unanimously.
  
- J. Township Cell Phone Service – Brian Ferry, AT&T representative, gave a presentation on the FirstNet program. The Board requested that departments determine number of cell phones needed. To be discussed at next Board meeting.
  
- K. MAA Contract – Paul Whiteman, Jr. explained that a meeting will take place in the near future to discuss contract.
  
- L. Winter Banners – The Board will review two designs at their September meeting, the Parks and Recreation Committee suggested alternating two designs along Main Street.
  
- M. Electronic Board Repair – The Board requested a quote for a new sign.
  
- N. Rescue Funds – No update.
  
- O. Library Grant – No update.

- P. Budget Class – Treasurer will be conducting a Budget class on September 14, 2022. Township employees are invited to participate. Terri Payne, Welsh Lane, inquired about the course.
- Q. Payroll Transfer – Keith Fritz made a motion to approve a payroll transfer in the amount of \$55,000.00. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

**EXECUTIVE SESSION**

**No Executive Session needed.**

**SUPERVISORS COMMENTS**

Supervisor Paul Whiteman, Sr. inquired about the weeds violation notice issued to the corner lot on Main Street. An update is forthcoming from the Township Solicitor.

**ADJOURNMENT**

Jeff Vickers made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. Meeting adjourned at 7:36PM.

Respectfully Submitted,

Joan A. Bair  
Township Secretary