

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES  
OCTOBER 25, 2022**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on October 25, 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 (arrived at 7:08PM), Siana Law; Diana Patton (via zoom), Treasurer; 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.

**CORRESPONDENCE**

**Village Library Teen Advisory Board Craft Fair and Bake Sale  
Berks History Center – Special Programs and Donation Request  
Animal Rescue League Information Center  
Berks County Conservation District – Dirt, Gravel & Low Volume Road Workshop**

**BUSINESS**

- A. 2023 Draft Budget – The Board reviewed the Draft Balanced Budget.
- B. Sheds Unlimited Road Closure Information – No update at this time.
- C. MAA Contract – No update at this time.
- D. 457 Plan – No action taken at this time.
- E. Electronic Board Quotes – Jeff Vickers made a motion to approve the Strickler Signs 8MM 3x5 electronic sign estimate in the amount of \$24,736.88 (costars). Keith Fritz seconded the motion. Motion carried unanimously.
- F. Proposed Township Issued Cell Phone Policy – The Board concurred with a policy contingent upon Solicitor's review.
- G. 2861 Main Street Complaint Form Received – Solicitor Brown informed the Board that he is coordinating a meeting with Caernarvon Township Lancaster County Township officials to discuss this matter.

- H. Berks County Mitigation Plan – Supervisor Paul Whiteman, Jr discussed the mitigation plan and submission requirements.
- I. Fish and Game Commission Social Hall Request – Keith Fritz made a motion to approve the presented PA Fish and Boat Social Hall Request. Jeff Vickers seconded the motion. Motion carried unanimously.
- J. Public Works Items –
  - (1) Swamp Road Pipe Work Estimates – Paul Whiteman, Jr. made a motion to approve the Tri County Landscape Creations, LLC estimate in the amount of \$3,882.00 for the 371 Swamp Road driveway pipe work. Keith Fritz seconded the motion. Motion carried unanimously;
  - (2) Settler’s Trail Pipe Work Proposal – Road Foreman McGowan discussed pipe work needed in the area of Settler’s Trail, all work to be done in house. After discussion, Paul Whiteman, Jr. made a motion to approve the in house pipe work for the Settler’s Trail project. Keith Fritz seconded the motion. Motion carried unanimously;
  - (3) Guiwell Proposal for Heating and Air Conditioning Maintenance Services – Road Foreman McGowan discussed HVAC preventative maintenance requirements. After discussion, Paul Whiteman, Jr. made a motion to approve the presented Guiwell quote in the amount of \$3,840.00. Jeff Vickers seconded the motion. Motion carried unanimously;
  - (4) EM Kutz Equipment Install Quote – Keith Fritz made a motion to approve the EM Kutz, Inc. equipment quote for the 2022 Pick-Up, in the amount of \$2,418.00. Jeff Vickers seconded the motion. Motion carried unanimously;
  - (5) Park Fencing Repairs – Road Foreman McGowan discussed Park Fencing repairs needed, including handrail installation work. After discussion, Paul Whiteman, Jr. made a motion to approve the estimated \$3,000.00 Park Fencing repair work. Keith Fritz seconded the motion. Motion carried unanimously.
- K. Sewer Authority Appointment – Paul Whiteman, Jr. made a motion to approve Resolution No. 2022-51, Sewer Authority Appointment. Keith Fritz seconded the motion. Motion carried unanimously.
- L. Street Obstructions Sample Ordinances – The Board requested that Road Foreman McGowan compile a list of recommended items to be regulated. Compiled list will aid in formulating a street obstructions Ordinance.
- M. EZ Pass Application – Michelle Raymond, Lenape Drive, inquired about purpose of purchasing EZ passes. After discussion, Jeff Vickers made a motion to approve purchasing Township EZ Pass transponders, reserve amount of \$100.00, and Administrator Joan Bair as signer on the application. Keith Fritz seconded the motion. Motion carried unanimously.
- N. Zoning Hearing Board Application – The Board reviewed a Zoning Hearing Board application for the Morgantown Crossings Center (Wendy’s sign), the Hearing is scheduled for November 10, 2022.

At this time, Road Foreman McGowan discussed options for purchasing safety jackets for the Public Works Department. Supervisor Vickers discussed options for embroidery work. The Board concurred with purchasing reflective safety jackets and for a cost savings coordinate embroidery work at a later date.

### **EXECUTIVE SESSION**

Solicitor Brown requested an Executive Session. At 7:35PM the Board recessed for an Executive Session. Chair Styer called the meeting back to order at 8:37PM indicating that the Executive Session was for litigation and legal advice.

### **SUPERVISORS COMMENTS**

No comments.

### **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