

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
JANUARY 3, 2023**

The Caernarvon Township Board of Supervisors held a Public Reorganization Meeting on January 3, 2023 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, and via Zoom/Telephone, pursuant to notice and according to law.

**ATTENDING OFFICIALS**

Sandra Styer, Supervisor; Paul L. Whiteman, Jr., Supervisor; Jeffrey Vickers, Supervisor; Paul Whiteman, Sr., Supervisor; Keith Fritz (via Zoom), Supervisor; Eric Brown, Siana Law, Solicitor; Paul Stolz, Chief; Keith McGowan, Maintenance Foreman; Joan A. Bair, Township Administrator/Secretary.

**CALL TO ORDER**

Sandra Styer called the meeting to order at 6:39 p.m. This was followed by the Pledge of Allegiance.

**REORGANIZATION**

**A – Board Reorganization**

Sandra Styer turned the meeting over to Solicitor Eric Brown who conducted the reorganization portion of the meeting.

**Chairman** – Jeff Vickers nominated Sandy Styer for the position of Chairperson for 2023. Paul Whiteman, Jr. seconded the nomination. There were no other nominations. The motion carried unanimously, 4-0.

**Vice-Chairman** – Keith Fritz made a motion to nominate Paul Whiteman, Jr. as Vice-Chairman for 2023. Jeff Vickers seconded the nomination. The motion carried unanimously, 4-0.

Meeting was turned back to Chairperson, Sandy Styer.

**EXECUTIVE SESSION**

The Supervisors recessed into an executive session at 6:40PM to discuss personnel matters. Chair Styer called the meeting back to order at 7:35PM.

**B – Police Pension Resolution** – Paul Whiteman, Jr. made a motion to adopt Resolution **2023-01** that sets the member contributions to the Police Pension Fund at 5% of their compensation. Keith Fritz seconded the motion. The motion carried unanimously, 4-0.

**C – Reenacting Real Estate Transfer Tax Resolution** – Jeff Vickers made a motion to adopt Resolution **2023-02** to set the Real Estate Transfer Tax at the same tax imposed by Ordinance #236, with no substantial change for 2023, and that the Recorder of Deeds Office, Berks County

**Page 2 of 5 Pages January 3, 2023**  
**Board of Supervisors Reorganization Meeting Minutes**

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Services Center, Reading, 19601, is hereby re-appointed collector of this tax. Paul Whiteman, Jr. seconded the motion. The motion carried unanimously, 4-0.

**D – Fee Schedule Resolution** –The Supervisors reviewed and discussed 2023 Fee Schedule options. Paul Whiteman, Jr. made a motion to adopt Resolution **2022-03** to accept the 2023 Fee Schedule, Option #3 as presented. Keith Fritz seconded the motion. The motion carried unanimously, 4-0.

**E – Re-Appointing Board Members Resolution** – Chairperson Sandy Styer announced the Reappointed Board Members noted on Resolution No. 2023-04. Keith Fritz made a motion to adopt Resolution **2023-04** to Appoint and Re-appoint Board Members as presented. Paul Whiteman, Jr. seconded the motion. The motion carried unanimously, 4-0.

**F – “One-Year” Appointments** – The Supervisors discussed and amended the “One-Year” Appointments as follows:

1. Siana Law as Solicitor;
2. Keith Fritz as Police Liaison;
3. Paul Whiteman, Sr. as Police Assistant Liaison;
4. Sandra Styer as Non-Uniformed Liaison;
5. Keith Fritz as Assistant Non-Uniformed Liaison;
6. Sandra Styer as Uniformed and Non-Uniformed Timecards Reviewer;
7. Paul Whiteman, Jr. as Emergency Management Coordinator;
8. Keith Fritz as Assistant Emergency Management Coordinator;
9. Colt Grazioli as Assistant Emergency Management Coordinator;
10. Paul Whiteman, Jr. as Roadmaster;
11. Jeff Vickers as Assistant Roadmaster;
12. Keith McGowan as Road Foreman;
13. Paul Whiteman, Jr. made a motion to amend the Parks and Recreation Liaison appointment as Lorrie Stolz. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.
14. Fire Marshal (Inspections) as Technicon Enterprises Inc., II
15. Fire Marshal (Permits) as Keith J. Romig
16. Emergency Services Liaison as Paul Whiteman Jr.
17. Twin Valley Fire Department Voting Liaison as Paul Whiteman, Jr.
18. Earned Income Tax Collector as Keystone Collections Group (CCTA Committee)
19. Local Services Tax Collector as Keystone Collections Group (CCTA Committee)
20. Delinquent Real Estate Tax Collection as Berks Tax Claim Bureau
21. Vacancy Board Chairman as Jere Brady
22. Keith Fritz made a motion to amend the Village Library Liaison appointment as Lorrie Stolz. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.

23. Township Treasurer as Diana Patton, Stonehouse TBMA LLC
24. Township Assistant Treasurer as Joan Bair
25. Township Administrator as Joan Bair
26. Township Secretary as Joan Bair
27. Jeff Vickers made a motion to appoint Lorrie Stolz as Assistant Township Secretary. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.
28. Paul Whiteman, Jr. made a motion to amend the Open Records Officer appointment as Lorrie Stolz. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.
29. Township Depository as Ephrata National Bank
30. Tax Collector Depository as Ephrata National Bank
31. Township Engineer as Kraft Engineering
32. Township Planner as Kraft Engineering
33. Township Floodplain Administrator as Joan Bair
34. Plumbing Inspector as Technicon Enterprises Inc., II
35. Mechanical Inspector as Technicon Enterprises Inc., II
36. Electrical Inspector as Technicon Enterprises Inc., II
37. Paul Whiteman, Jr. made a motion to amend the Zoning Officer appointment as Technicon Enterprises Inc., II. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.
38. Keith Fritz made a motion to amend the Code Enforcement & Building Inspections appointment as Technicon Enterprises Inc., II. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.

After discussion, Paul Whiteman, Jr. made a motion to accept the Board's agreement of nominations and modifications made, and to adopt Resolution **2023-05** to appoint the persons, and firms as nominated, and further amended on the list of "One-Year" Appointments to their positions for 2023. Jeff Vickers seconded the motion. There being no further amending motions to the Resolution, Resolution **2023-05** was adopted in its amended version. Motion passed unanimously, 4-0.

**G – Mileage Rate** – Solicitor Brown recommended that this item be addressed at the next Regular meeting. Paul Whiteman, Jr. made a motion to table Mileage Rate Resolution at this time. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.

**H – Re-Appointing Delegates to the Tax Collection Committee (TCC)** – Paul Whiteman, Jr. made a motion to adopt Resolution **2023-07** to appoint Diana Patton, Stonehouse TBMA LLC as the Delegate, and Joan Bair as the Alternate Delegate to the TCC for 2023. Keith Fritz seconded the motion. The motion carried unanimously, 4-0.

**I – Re-Appointing PSATS as CDL and Non-CDL Testing Agency** – Keith Fritz made a motion to adopt Resolution **2023-08** appointing PSATS as the CDL and Non-CDL Drug Testing Agency for 2023. Jeff Vickers seconded the motion. The motion carried unanimously, 4-0.

**J – Joining the Countywide UCC Appeals Board for 2023** – Paul Whiteman, Jr. made a motion to adopt Resolution **2023-09** joining the Countywide UCC Appeals Board for 2023. Keith Fritz seconded the motion. The motion carried unanimously, 4-0.

**K – Authorizing Dept. Heads to Expend Funds** – The Supervisors discussed the authorized amount for allowing Department Heads to expend Funds. Following this discussion, Paul Whiteman, Jr. made a motion to approve Resolution **2023-10** to authorize the Expenditure of Funds by Department Heads not to exceed \$2,000.00. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.

**L – Fire Police for 2023** – Paul Whiteman, Jr. made a motion to adopt Resolution **2023-11** appointing the listed members of the Twin Valley Fire Department as Special Fire Police for 2023. Keith Fritz seconded the motion. The motion carried unanimously, 4-0.

**M – Appointing Elected Auditors for 2023** – Paul Whiteman, Jr. made a motion to approve Resolution **2023-12** appointing elected auditors for 2023. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.

**N – Delegating Township Administrator As Township Representative for Audits** – Keith Fritz made a motion to approve Resolution **2023-13** delegating Township Administrator as Township Representative for audits. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.

**O – Delegating Township Administrator as PSATs Voting Delegate for 2023 Conference** – Jeff Vickers made a motion to approve Resolution **2023-14** appointing Township Administrator as Voting Delegate for the 2023 PSATs Annual Conference. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

**P – Authorizing Persons Who Do Not Hold Commercial Drivers License to Operate Commercial Motor Vehicles Within the Township for Removing Snow and Ice from Township Roadways** – Jeff Vickers made a motion to approve Resolution **2023-15** authorizing persons who do not hold Commercial Drivers License to operate a commercial motor vehicle pursuant to this Resolution. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously, 4-0.

**Q – Rules For The Use of Recording Devices During Public Meetings** – Jeff Vickers made a motion to approve Resolution **2023-16**, Rules for the Use of Recording Devices During Public Meetings. Keith Fritz seconded the motion. Motion carried unanimously, 4-0.

**R – Regular and Special Meetings Format** – Keith Fritz made a motion to approve Resolution **2023-17**, Regular and Special Meetings Format. Jeff Vickers seconded the motion. Motion carried unanimously, 4-0.

**S. Employee Wage Increases** – The Supervisors discussed pay increases. After discussion, Paul Whiteman, Jr. made a motion to approve a 4% pay increase for all Full-Time Non-Uniformed and Part-Time employees. Jeff Vickers seconded the motion. Motion carried unanimously, 3-0-1. Supervisor Keith Fritz abstained.

2023 Pay Rates for Part-Time employees are as follows:

- K. Fritz, CDL, to be approved by Elected Auditors at their January 4, 2023 meeting;
- R. Miller, CDL, \$23.92 per hour;

- D. Romig, Non-CDL \$20.80 per hour;
- D. Kennedy, Seasonal/Mowing \$15.60 per hour;
- C. Whiteman, Seasonal/Mowing \$15.60 per hour;

2023 Pay Rates for Full-Time (non-MPOA) employees are as follows:

- P. Stolz, Chief of Police \$52.00 per hour;
- J. Bair, Township Administrator \$47.50 per hour;
- T. Peifer, Police Admin \$25.94 per hour;
- K. McGowan, Road Foreman \$31.74 per hour;
- T. Hornberger, Maintenance \$29.14 per hour;
- S. Remolde, Maintenance \$27.30 per hour;
- L. Stolz, Township Administrative Assistant \$25.00 per hour;
- W. West, Police Clerk \$22.17 per hour.

#### **OTHER BUSINESS**

The Supervisors discussed logistics for the January 10, 2023 Public Hearing. Chair Styer requested that the Public Hearing location be in the Township's Social Hall, including a sound system for parties to the hearing. The Supervisors requested that all public comments be addressed in-person, and that the Zoom program be made available for listeners only.

#### **SUPERVISORS COMMENTS**

Supervisor Paul Whiteman, Jr. wished everyone a Happy New Year.

#### **ADJOURNMENT**

Jeff Vickers made a motion to adjourn meeting. Keith Fritz seconded motion. Motion carried unanimously, 4-0. Meeting adjourned at 7:58PM.

Respectfully Submitted,

Joan Bair  
Township Administrator/Secretary