

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 22, 2023**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on March 22, 2023 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; Michael Crotty, Siana Law; Paul Stolz, Chief of Police; Keith McGowan, Road Foreman; Joan Bair, Township Administrator/Secretary; Margie Bishop, Assistant Township Secretary.

**CALL TO ORDER**

Chairperson Sandra Styer called the meeting to order at 7:00 PM. This was followed by the Pledge of Allegiance.

At this time, Chair Styer requested an Executive Session. The Board recessed for an Executive Session at 7:01PM. Chair Styer called the meeting back to order at 7:21PM indicating that the Executive Session was for legal advice.

**COMMENTS FROM THE ASSEMBLY**

No comments

**CORRESPONDENCE**

**PennDOT Invites Public Feedback on Transportation in Pennsylvania  
PennDOT Invites Pennsylvanians to Share Feedback on Winter Services  
Turnpike Notice – Annual Reminder Regarding Encroachments or Incursions  
April 6, 2023 Event - Capitalizing On Your Municipality's Opportunities**

**BUSINESS**

- A. Resolution 2023-29 – Paul Whiteman, Jr. made a motion to approve Resolution 2023-29, appointing David Jakubek to the Planning Commission. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Resolution 2023-30 – Paul Whiteman, Jr. made a motion to approve Resolution 2023-30, appointing Erin McMullen to the Parks and Recreation Committee. Jeff Vickers seconded the motion. Motion carried unanimously.
- C. Resolution 2023-31 – Paul Whiteman, Sr. made a motion to approve Resolution 2023-31, Supplemental Appropriations of Accrual Account Funds. Jeff Vickers seconded the motion. Motion carried unanimously.
- D. Appoint Environmental Scientist to Conduct Township Reviews – This item is under review, no action taken at this time.

- E. Vanguard Organics, LLC Cash Escrow Agreement – Jeff Vickers made a motion to ratify the Vanguard Organics Cash Escrow Agreement signed by the Township Administrator. Keith Fritz seconded the motion. Motion carried unanimously.
- F. North Twin Valley Road (area of Elverson and Joanna Road and Quarry Road) Traffic Study – No update at this time.
- G. Tree Removal Resolution for Discussion – Road Foreman McGowan will provide an updated roads list.
- H. Easter Event Petty Cash Check Request – Jeff Vickers made a motion to approve a petty cash check request in the amount of \$1,000.00 for the 2023 Easter Egg Hunt event, expense disbursements subject to petty cash receipt requirements. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- I. Vector Security Quotes – After discussion, Jeff Vickers made a motion to approve the Township Building and Maintenance Facility security camera proposal, total installed cost \$2,775.00. Keith Fritz seconded the motion. Motion carried unanimously.
- J. Police Vehicle 32-4 Repair Quote – Chief informed the Board about repairs needed for Car 32-4, estimated amount of \$4,500.00.
- K. PennDOT Accessible Pedestrian Signals (APS) Inquiry – The Board discussed the audible tone or voice message option for pedestrian signals. The Board consensus is that the existing pedestrian signals do not need the additional devices.
- L. Library Agreement Update – The Board reviewed the Library’s comments. The following items were revised:
  - (1) the agreement will be a two (2) year term;
  - (2) Item 3E Community Room Use – The Township reserves the right to be given first priority in the case of an emergency;
  - (3) Item 6 Maintenance – The Public Works Department will be responsible for maintaining the parking lot and main sidewalk area for snow removal;
  - (4) Item 9 Assignment & Subletting – The Board of Supervisors does not permit subletting. At this time, a list of room rental information is not required by the Board of Supervisors.
- M. Public Works –
  - (1) Upon Road Foreman McGowan’s recommendation, Paul Whiteman, Sr. made a motion to approve the Kubota equipment purchase in the amount of \$39,156.45 (Sourcewell price). Keith Fritz seconded the motion. Motion carried unanimously;
  - (2) Upon Road Foreman McGowan’s recommendation, Paul Whiteman, Jr. made a motion to approve the Belmont Trailer purchase in the amount of \$9,863.00. Jeff Vickers seconded the motion. Motion carried unanimously;
  - (3) Upon Road Foreman McGowan’s recommendation, Paul Whiteman, Sr. made a motion to approve the Witman Engineers quote in the amount of \$4,500.00 to design the Fuel Island Relocation plan. Jeff Vickers seconded the motion. Motion carried unanimously;

(4) Upon Road Foreman McGowan's recommendation, Paul Whiteman, Jr. made a motion to approve the Spring Turf Management material purchase in the amount of \$5,036.00. Jeff Vickers seconded the motion. Motion carried unanimously.

N. RoadMaster-Public Works Director Draft Job Description – This item is currently under review;

O. Michael Crotty, Siana Law, informed the Board about options for a public joint meeting regarding the Vanguard Organics Proposed Project. After discussion, Paul Whiteman, Jr. made a motion to approve scheduling and advertising a joint public meeting for the Board of Supervisors and Township Planning Commission regarding the Vanguard Organics Proposed Project. Jeff Vickers seconded the motion. Motion carried unanimously.

### **SUPERVISORS COMMENTS**

Supervisor Paul Whiteman, Jr. informed the Board that the planning stages for the Carnival have begun.

### **ADJOURNMENT**

Paul Whiteman Jr. made a motion to adjourn the meeting. Jeff Vickers seconded the motion. Motion carried unanimously. Meeting adjourned at 7:59pm.

Respectfully Submitted,

Joan A. Bair  
Township Secretary