

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

APRIL 26, 2023

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on April 26, 2023 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, 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; Scott Anderson, Kraft Municipal Group; Matthew Menna, OIC; 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

Patricia Beaton, Highcroft resident, inquired about plans for new homes in the Township. Ms. Beaton shared her concerns about the increase of new homes and the impact on Township resources (Police, Fire, EMS, Roads, Water Authority, Power Grid, etc). Supervisor Paul Whiteman, Jr. explained that all factors/resources are considered during the Land Development Process.

CORRESPONDENCE

**Dept. of Environmental Protection – 2023 Black Fly Suppression Program
PSATs News Bulletin – April 2023
Berks History Center – Donation Request**

BUSINESS

- A. Morview Blvd Dwelling Inquiry – Supervisor Fritz discussed a complaint received from Caernarvon Lancaster County. The Board requested that the information be forwarded to the Township Zoning Officer for review.
- B. Police Vehicle Mucibid Ad – Paul Whiteman, Jr. made a motion to approve authorizing Matthew Menna, Officer In Charge, as signer for the 2016 Dodge Charger Mucibid sale, amount of \$14,301.00. Jeff Vickers seconded the motion. Motion carried unanimously.
- C. Public Works Mucibid Ad – The Board was informed about the recent Mucibid sale for 4 tires, winning bid was \$3,000.00. Road Foreman McGowan requested approval to advertise truck bed equipment. Jeff Vickers made a motion to approve advertising truck bed equipment on Mucibid, \$1,000.00 reserve. Keith Fritz seconded the motion. Motion carried unanimously.

- D. RoadMaster/Public Works Director Position – Keith Fritz made a motion to approve appointing Road Foreman Keith McGowan to the new position of RoadMaster/Public Works Director. Jeff Vickers seconded the motion. Motion carried unanimously.
- E. Resolution 2023-34 – Jeff Vickers made a motion to approve Resolution 2023-34 One Year Appointments, appointing Paul Whiteman Jr. as RoadMaster Liaison, Jeff Vickers as Assistant Roadmaster Liaison, and Keith McGowan as RoadMaster/Public Works Director. Keith Fritz seconded the motion. Motion carried unanimously.
- F. Resolution 2023-35 – Paul Whiteman, Jr. made a motion to approve Resolution 2023-35, Clearing of Trees and Shrubbery from the Rights of Way. Jeff Vickers seconded the motion. Motion carried unanimously.
- G. Library Agreement – No information available at this time.
- H. Electronic Sign – The Supervisors discussed the LED quote and requested that the vendor be contacted regarding the original quote and scope of work.
- I. Soccer Club Agreement – No information available at this time.
- J. Fire Police Request – Jeff Vickers made a motion to approve the MCC Fire Police Request for May 6, June 10, July 8, August 11, August 12, 2023. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- K. Parks and Recreation Requests – (1) Paul Whiteman, Jr. made a motion to approve changing the Food Truck Festival name to “Fall Fest”. Keith Fritz seconded the motion. Motion carried unanimously; (2) Paul Whiteman Jr. made a motion to approve the Fall Fest Vendor Contract with revisions to the insurance requirements, \$1,000,000.00 per occurrence/\$2,000,000.00 aggregate. Keith Fritz seconded the motion. Motion carried unanimously.

At this time, the Supervisors requested that the agenda be amended. A road work meeting/discussion took place on April 18, 2023 to evaluate road conditions with trouble spots. The request to amend the agenda is de minimis in nature and does not involve the expenditure of funds or entering into a contract or agreement by the Township. After discussion, Paul Whiteman, Jr. made a motion to amend the agenda to add the April 18, 2023 road work meeting/discussion. Jeff Vickers seconded the motion. Motion carried unanimously.

EXECUTIVE SESSION

The Board recessed for an Executive Session at 7:26PM. Chair Styer called the meeting back to order at 9:07PM indicating that the Executive Session was for personnel issues 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 9:08pm.

Respectfully Submitted,

Joan A. Bair
Township Secretary