

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MAY 24, 2023**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on May 24, 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; 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 PPL letter regarding resident complaints of momentary outages.

**CORRESPONDENCE**

**Conservation District Letter Dated May 10, 2023 – Vanguard Organics Application  
PennDot Letter Dated May 2, 2023 – National Bridge Inspection Standards  
McNeilus Letter Dated May 8, 2023 – Permit Renewal Notice**

**BUSINESS**

- A. 2023 Street Work (Maintenance) Bid Results – Upon the Township Engineer’s recommendation, Paul Whiteman, Jr. made a motion to award the 2023 Maintenance Project to Martins Paving, Inc. in the amount of \$86,312.32. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- B. Resolution No. 2023-40 – Keith Fritz made a motion to approve Resolution No. 2023-40 Supplemental Appropriations of Rescue Funds. Jeff Vickers seconded the motion. Motion carried unanimously.
- C. Sheds Unlimited Road Closure Plans – The Board discussed the proposed road closure plans for this project. After discussion, Jeff Vickers made a motion to approve the proposed upcoming road closures for the Sheds Unlimited project subject to the following conditions: (1) June 19-24, 2023 lanes closures permitted during the hours of 8am and 3pm; (2) work subject to the Township Engineer receiving the applicable security/bond; and (3) notices sent in advance to local businesses Sheetz, Goddard School and the local Homeowners’ Association. Keith Fritz seconded the motion. Motion carried unanimously.

- D. Morgantown Road Commercial Land Development Plan – Solicitor Brown summarized the Highway Occupancy Permit requirements for this project. After discussion, Paul Whiteman, Jr. made a motion to approve the Morgantown Road Commercial revised Traffic Signal Highway Occupancy Permit. Jeff Vickers seconded the motion. Motion carried unanimously.
- E. Parks and Recreation Ordinance Revisions – Currently under review.
- F. Complaint Form Received May 11, 2023 – The Supervisors reviewed a complaint form addressing property maintenance concerns at the location of 217 Morview Boulevard. The Supervisors requested that the complaint be forwarded to the zoning officer for review.
- G. Excellence in Local Government Donation Request – Jeff Vickers made a motion to approve a donation in the amount of \$100.00 for the Albright College, Center for Excellence in Local Government Organization. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- H. Fire Police Request for June 24, 2023 5K Race – Jeff Vickers made a motion to approve the Fire Police Request for the June 24, 2023 Elverson Borough 5K Race. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- I. Zoning Hearing Board Application Received for Morgan Truck Body, LLC – Zoning Hearing for this application is scheduled for June 8, 2023.
- J. Police Contract – Police Liaison, Supervisor Keith Fritz, explained that negotiations are underway for the upcoming Police Contract, due for renewal in 2024.
- K. Police Department Resignation Letter Received – Jeff Vickers made a motion to accept Part Time Officer Melissa Karpovich’s resignation effective immediately. Keith Fritz seconded the motion. Motion carried unanimously.
- L. PPL Outages Reported – The Supervisors reviewed a letter received from PPL regarding the outages complaints from Pennwood citizens. The Supervisors requested that PPL follow up with the residents, and that the Township publish PPL contact phone number on the Township website and facebook pages.
- M. Public Works –
1. Kubota Equipment Quote for Approval – Public Works Director Keith McGowan requested approval for purchasing Kubota equipment with added snowblower.  
After discussion, Paul Whiteman, Jr. made a motion to approve the Kubota (Sourcewell) quote in the amount of \$46,866.84. Keith Fritz seconded the motion. Motion carried unanimously.  
In addition, Jeff Vickers made a motion to approve Keith McGowan as signer for the Kubota equipment (RTV-X1100CWL-H). Keith Fritz seconded the motion. Motion carried unanimously;
  2. Kline Road Environmental Study – Public Works Director Keith McGowan discussed the presented Kline Road Environmental Study proposal. No action taken at this time;

3. Sale of Sure Trac Trailer – Keith Fritz made a motion to approve advertising the Sure Trac Trailer on Municibid with a reserve price of \$1,500.00. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;
4. Grass Mowing on Road – Public Works Director Keith McGowan inquired about mowing needs for the MAA field. The Supervisors requested that the Township mow the field, invoice, and inform the MAA regarding the condition of the field and fence.

In addition, Public Works Director Keith McGowan discussed the recent mowing operations that took place on Morview Boulevard, in the area of Boston Market. The Supervisors requested that Township Engineer Anderson send a letter to the property owners regarding mowing operations and maintenance of stormwater inlets. In addition, the Supervisors requested that PennDot be informed about the mowing operations occurring on State Road 23;

5. Public Works Director Keith McGowan requested the Board’s direction regarding Truck 7 lettering/decaling. Paul Whiteman, Sr. made a motion to approve decaling Truck 7 with the Township logo. Paul Whiteman, Jr. seconded the motion. Motion failed with 2 votes in favor and 3 against;
6. Bird Net Project for Carnival Stage – Public Works Director Keith McGowan discussed options for bird net project. Estimated cost for materials is \$650.00.

#### **EXECUTIVE SESSION**

The Board recessed for an Executive Session at 7:40PM. Chair Styer called the meeting back to order at 8:13PM indicating that the Executive Session was to discuss legal and personnel matters.

#### **SUPERVISORS COMMENTS**

Paul Whiteman, Jr. reminded everyone about the upcoming carnival and that the committee is accepting donations.

#### **ADJOURNMENT**

Paul Whiteman Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. Meeting adjourned at 8:15PM.

Respectfully Submitted,

Joan A. Bair  
Township Secretary