

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
MEETING MINUTES
JULY 26, 2023**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on July 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; Township Solicitor Eric Brown, Siana Law; Paul Stolz, Chief of Police; Keith McGowan, Public Works Director; 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

PSATs News Bulletin – July 2023

BUSINESS

- A. Timber Harvesting Proposal – Timbering Representatives Mr. Ed Myers and Mr. Steve Hoffman provided the Supervisors with a map of the Clymer Hill Road area, in the proximity of the Township’s property of approximately 7-8 acres, potentially designated for timbering. Township Solicitor Eric Brown discussed Township procedures for timbering operations. No action taken at this time. Required documentation will be forwarded to the Supervisor’s for review at their Regular August Board meeting.
- B. Rock Ridge Stormwater Discharge Solution – No action required at this time, plan is currently under review by Township Engineer.
- C. 160 Willow Glen Driveway Matter – Work has been completed.
- D. Little Mates Emergency Procedures Plan – Paul Whiteman, Jr. made a motion to approve the Little Mates Emergency Procedures Plan. Jeff Vickers seconded the motion. Motion carried unanimously.
- E. Flag Drop Off Box Design Quotes – No information at this time.

- F. Third Party Utility Location Work – No information at this time. Work maps are currently under review.
- G. Telephone System Upgrade Quotes for Review – The Board requested additional quotes.
- H. CM High Traffic Signal Estimate – Public Works Director Keith McGowan discussed repairs needed for the Main St. & Twin Valley Rd. traffic signal. After discussion, Paul Whiteman, Jr. made a motion to approve the use of ARPA funds for the CM High traffic signal repair estimate in the amount of \$5,254.25. Jeff Vickers seconded the motion. Motion carried unanimously.
- I. Twin Valley Soccer Association Anniversary Event – Representatives from the Twin Valley Soccer Association discussed their proposed Anniversary event and requested approval for the use of the Friendship Park grounds. The Supervisors requested that the required Township forms be completed and provided to the Board at their August 9, 2023 Regular Board meeting.
- J. BJ Baldwin Estimate for Lighting Repairs – Jeff Vickers made a motion to approve the BJ Baldwin Electric estimate in the amount of \$1,840.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- K. Twin Valley High School T-Shirt Sponsorship Program – No action taken at this time, under review.
- L. Brian T. Kelly, CPA 2022 Audit Letter – Paul Whiteman, Jr. made a motion to approve the 2022 Audit Representation Letter addressed to Brian T. Kelly, CPA & Associates, LLC. Keith Fritz seconded the motion. Motion carried unanimously.
- M. Memorandum of Understanding – No action taken at this time.
- N. Morgantown Road Commercial Agreements for Consideration –
 - (1) Solicitor Eric Brown summarized the PA Turnpike Traffic Control Signal Easement Agreement. After discussion, Paul Whiteman, Jr. made a motion to approve the presented Traffic Control Signal Right of Way Easement between the PA Turnpike and the Township for the Morgantown Road Commercial Land Development Plan, contingent upon adding applicable dates to the agreement. Jeff Vickers seconded the motion. Motion carried unanimously;
 - (2) Solicitor Eric Brown summarized the Morgantown Church 1, LLC Traffic Control Signal Easement Agreement. After discussion, Paul Whiteman, Jr. made a motion to approve the presented Traffic Control Signal Right of Way Easement between Morgantown Church 1, LLC and the Township, contingent upon adding applicable dates to the agreement. Jeff Vickers seconded the motion. Motion carried unanimously.
- O. Clymer Hill Wire Damage – Public Works Director Keith McGowan summarized incident that occurred within the Township’s Right of Way. No action required at this time.
- P. Trash and Recycling Service Delays – Public Works Director Keith McGowan informed the Board about trash service delays. After discussion, Keith Fritz made a motion to approve the Chair signing a letter that informs the disposal companies

about service complaints. Jeff Vickers seconded the motion. Motion carried unanimously.

Q. Social Hall Use – Paul Whiteman, Sr. discussed the possibility of utilizing the social hall for displaying historical society items. No action taken at this time.

R. Archives and Subdivision Land Development Plan (SALDO) Procedures – The Board discussed a paperless process for Township Records. After discussion, Jeff Vickers made a motion to approve electronic retention of Township records in accordance with the Municipal Records Manual. Keith Fritz seconded the motion. Motion carried unanimously.

S. Police Contract – No action taken at this time.

EXECUTIVE SESSION

The Board recessed for an Executive Session at 8:07PM. Chair Styer called the meeting back to order at 9:46PM indicating that the session was for legal and personnel matters.

At this time, Keith Fritz made a motion to approve the Police Contract with noted revisions, subject to Police Association approval. Jeff Vickers seconded the motion. Motion carried unanimously.

Additionally, Keith Fritz made a motion to approve the presented Memorandum of Understanding crediting sick leave to the Chief of Police. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

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 9:50PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary