

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES  
AUGUST 23, 2023**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on August 23, 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**

**2023 Berks County Convention October 19, 2023**

**Berks County Public Works Association Trade Show October 5, 2023**

**Municipal Picnic in the Park September 7, 2023**

The Board recessed for an Executive Session at 7:01PM. Chair Styer called the meeting back to order at 7:24PM indicating that the Executive Session was for legal information.

**BUSINESS**

- A. Treasurer Amendment – The Board was provided an Engagement Letter from Treasurer Diana Patton to update terms and conditions. After discussion, Paul Whiteman, Jr. made a motion to approve the Treasurer Engagement Letter dated August 23, 2023, compensation payable on a monthly basis in the amount of \$2,500.00. Keith Fritz seconded the motion. Motion carried unanimously.
- B. Timber Harvest Application – Solicitor Brown summarized the Timber Harvest contract for Township owned property at Hunters Hill Drive. Edwin Myers, Timber Harvest contractor, was present to answer questions. Solicitor Brown inquired about access from Southern Berks property on Morgan Way. Public Works Director McGowan summarized Morgan Way road work schedule. After discussion, Paul Whiteman, Sr. made a motion to approve to approve the Hunters Hill Drive Timber Harvest Contract, subject to Mr. Stephen Hoffman’s acceptance of Township

- indemnification provision. Jeff Vickers seconded the motion. Motion carried unanimously.
- C. Weeds Complaint Form – Currently under review.
- D. Morgantown Road Commercial Traffic Signal Maintenance Agreement – Solicitor Brown summarized the agreement. After discussion, Paul Whiteman, Jr. made a motion to approve the presented Morgantown Road Commercial Traffic Signal Maintenance Agreement. Keith Fritz seconded the motion. Motion carried unanimously.
- E. PSATs Social Hall Request – Keith Fritz made a motion to approve the PSATs Social Hall Request for the October 12, 2023 Quickbooks Training. Jeff Vickers seconded the motion. Motion carried unanimously.
- F. 2024 Animal Control Services – Under review.
- G. Library Parking Lot – The Supervisors discussed the budget for this project. Upon Township Engineer’s recommendation, Keith Fritz made a motion to approve the Ronnie C. Folk Paving, Inc. Alternate Bid in the amount of \$52,581.60. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- H. Stormwater Items – (1) 91 Rock Ridge information for bids is under review; (2) 91 Broad Ax Pass recommendation letter is under review; (3) 352 Swamp Road Driveway Pipe – After discussion, Jeff Vickers made a motion to approve the presented 352 Swamp Road Driveway Pipe Work Owner Agreement. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- I. IOP Mixed Use Housing Residential Overlay District Status/Future – Paul Whiteman, Jr. inquired about the Overlay process. Solicitor Brown summarized the options for the Board. Gary McEwen, Berks Homes, was in attendance and requested a meeting with the Board of Supervisors to discuss any Township concerns regarding the Berks Homes PRD plan. The proposed meeting is tentatively scheduled for August 29, 2023 and will be with 2 Supervisors, the Township Solicitor, the Township Engineer and Berks Homes representatives to discuss and consider improvements to the Airport Property PRD Plan including parking requirements, lot sizes and any other items the Board would like to see changed/improved. After discussion, Paul Whiteman, Jr. made a motion to approve the Solicitor drafting an Overlay Repealer for the Caernarvon Township and Berks County Planning Commission Members to review, in accordance with the MPC requirements. Jeff Vickers seconded the motion. Motion carried unanimously.
- J. Public Works – (1) Security camera upgrade quote forthcoming; (2) Road Work: Public Works Director McGowan discussed the increase in material for the paver roller rental; (3) Concrete Projects: Public Works Director McGowan informed the Board about concrete projects to be done at the Library, John Burdy Park, and Boston Market location. The Board concurred; (4) Fuel Island Relocation: Additional information is forthcoming regarding the complete cost for this project; (5) Salt Shed estimate was reviewed. The Board requested that this project be added to the 2024 budget; (6) Asphalt Work was addressed under item #2 Road Work; (7) Contracted tree removal work to be done on Swamp Road was discussed, quote is forthcoming.

Paul Whiteman, Jr. inquired about trees along California Road. Solicitor Brown discussed Right of Way line requirements.

- K. Third Party Utility Location Work – (1) Solicitor Brown summarized Resolution No. 2023-45. After discussion, Jeff Vickers made a motion to approve Resolution No. 2023-45, Amendment to the Schedule of Fees. Keith Fritz seconded the motion. Motion carried unanimously; (2) COMCAST work maps forthcoming.
- L. Flag drop off box design quotes are forthcoming.
- M. Telephone system upgrade quotes are forthcoming.

#### **EXECUTIVE SESSION**

No additional Executive Session needed.

#### **SUPERVISORS COMMENTS**

Paul Whiteman, Jr. invited everyone to the Twin Valley Soccer Club Anniversary event taking place at the Friendship Park this Saturday, August 26, 2023 at 6PM.

#### **ADJOURNMENT**

Jeff Vickers made a motion to adjourn the meeting. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously. Meeting adjourned at 8:26PM.

Respectfully Submitted,

Joan A. Bair  
Township Secretary