

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES  
SEPTEMBER 27, 2023**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on September 27, 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; Diana Patton, Treasurer; 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**

**Tax Collection Committee Meeting Agenda – November 14, 2023, 1:30pm  
Berks County Public Works Association Annual Trade Show October 5, 2023  
Senator Scott Martin Event – 2023 Senior Expo  
Crime Alert 6<sup>th</sup> Annual Awards Breakfast September 28, 2023  
Commonwealth of PA – Fire Relief Payment**

**BUSINESS**

- A. 2024 Draft Budget – Under review.
- B. Roads Inspection – The Board requested Public Works Director Keith McGowan to coordinate a proposed Roads Inspection date with the Township Engineer.
- C. Planning Commission Recommendation for Ordinance 313 Repealer – Upon the Planning Commissions recommendation, Jeff Vickers made a motion to approve advertising the public hearing notice to repeal the Mixed Use Housing Overlay in the IOP District. Keith Fritz seconded the motion. Motion carried unanimously. Supervisor Paul Whiteman, Sr. expressed his support for commercial frontage.
- D. Trash and Recycling Ordinance – The Board discussed the Township’s trash and recycling services provided by private haulers. Chair Styer informed the Board that the Ordinance is a requirement for the 904 Recycling Grant, and that Township residents will continue to choose private haulers for trash and recycling services. After discussion, Keith Fritz made a motion to approve advertising the Trash and

- Recycling Ordinance, subject to removing the minimum fine for violations. Paul Whiteman, Jr. seconded the motion. Motion carried 4-1, Paul Whiteman Sr. opposed.
- E. Twin Valley Coffee Letter of Credit Release Request – No action taken, requires Township Engineer’s recommendation.
  - F. Singer Equipment Company Right of Way – Township Solicitor provided status. No action taken at this time.
  - G. 1401 Red Hill Road Sewage System Request – The Board requested additional information regarding the distance between neighboring wells and the proposed sewage system location.
  - H. 2024 Animal Control Services – Additional quotes for review are forthcoming.
  - I. Apartments on Main Addressing – Paul Whiteman, Jr. made a motion to approve the Apartments on Main addresses, as presented, in coordination with Berks County Emergency Management Services recommendation. Keith Fritz seconded the motion. Motion carried unanimously.
  - J. Tree Removal on State Roads – The Board reviewed draft letter. Paul Whiteman, Jr. made a motion to approve letter to be sent to the State regarding duty to remove fallen trees from State Roadways in Caernarvon Township. Jeff Vickers seconded the motion. Motion carried unanimously.
  - K. 457 Plan Options – The Board requested that the Police Association review the options.
  - L. Public Works –
    - 1. Security Camera Upgrade: The Board requested that Public Works Road Foreman McGowan coordinate a meeting with Detective Eberly and Vector Security to review upgrade options;
    - 2. Fuel Island Relocation – no update
    - 3. Air Purification System – Paul Whiteman, Jr. made a motion to approve the Township Building air purification system installation estimate in the amount of \$2,900.00, funded by ARPA funds. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
    - 4. Rust Proofing Treatment for Snow Plow Equipment – Keith Fritz made a motion to approve rust proofing treatment for snow plow equipment. Jeff Vickers seconded the motion. Motion carried unanimously.
  - M. Police Department –
    - 1. Abraxas Academy – Chief summarized proposed resolution. After discussion, Jeff Vickers made a motion to approve Resolution No. 2023-50. Keith Fritz seconded the motion. Motion carried unanimously;
    - 2. Emergency Alert System – Chief discussed the need for public notification alert system. Quotes forthcoming from the County.

- N. Fire Police Assistance Form – Jeff Vickers made a motion to approve the Fire Police Assistance form for the October 23, 2023 Honey Brook Halloween Parade. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- O. Trick or Treat Night – The Board designated the Township’s Trick or Treat Night to occur on October 31, 2023 from 5PM to 8PM (same as last year).
- P. COMCAST Work – A map for Morgan Circle was reviewed.
- Q. Codification Questions –
  - 1. Ordinance No. 63: Jeff Vickers made a motion to approve implementing a curfew end time of 6am for Ordinance No. 63. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;
  - 2. Ordinance No. 250: To be discussed at a later date.
- R. Parks and Recreation Request List – Keith Fritz made a motion to approve budget amounts of \$800.00 for the 2023 Daddy/Daughter dance and \$800.00 for the 2023 Christmas Tree Lighting event, to be paid from the Accrual Account-Recreation Reserve. Jeff Vickers seconded the motion. Motion carried unanimously.

The Board recessed for an Executive Session at 7:45PM. Chair Styer called the meeting back to order at 8:20PM indicating that the Executive Session was for legal issues.

At this time, Jeff Vickers made a motion to approve the Nuse’s Deli receipt in the amount of \$480.00 for the 2023 Fall Fest Ice Cream. Keith Fritz seconded the motion. Motion carried unanimously. In addition, Paul Whiteman, Jr. made a motion to approve the NE Photography receipt in the amount of \$795.00 for the 2023 Fall Fest Photo sessions. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

### **EXECUTIVE SESSION**

No additional Executive Session needed.

### **SUPERVISORS COMMENTS**

Paul Whiteman, Jr. commended Chief and the Police Department staff for their assistance with the recent juvenile search incident. In addition, Paul Whiteman, Jr. commended the Parks and Recreation staff for their hard work in making the 2023 Fall Fest a huge success.

Keith Fritz expressed thankfulness to Caernarvon Lancaster for the help they provided to the Township’s recent road work.

**ADJOURNMENT**

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. Meeting adjourned at 8:23PM.

Respectfully Submitted,

Joan A. Bair  
Township Secretary