

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES  
OCTOBER 25, 2023**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on October 25, 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; Robert Sing, Siana Law; Paul Stolz (arrived late), Chief of Police; Keith McGowan, Public Works Director; Joan Bair, Township Administrator/Secretary; Margie Bishop, Assistant 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 – October 2023**

**BUSINESS**

- A. Parks and Recreation Certificates – The Board presented certificates of appreciation to Terri Payne, Frank Payne and Gregory Showalter for their service on the Parks and Recreation Committee.
- B. 2024 Draft Budget – The Supervisors reviewed the draft budget. After discussion, the Board requested that the deficit amount of \$43,526.00 be deducted from Budget Code 430.740, Capital Purchase-Major to balance the budget. Budget will be presented to the Board at their November 8, 2023 meeting for approval to advertise.
- C. Zoning Ordinance Review – Section 628 is currently under review.
- D. 1401 Red Hill Road Indemnification Form – Paul Whiteman, Jr. made a motion to approve the Chair signing the Indemnification Agreement for the 1401 Red Hill Road Sewage System. Jeff Vickers seconded the motion. Motion carried unanimously.
- E. Clyde Smith Ballfield Agreement for 2024 – The Board discussed the maintenance requirements for the ballfield, and requested that Public Works Director Keith McGowan provide a list of proposed work to be done at the ballfield (grading, etc).

F. Parks and Recreation –

- (1) Jeff Vickers made a motion to accept Colt Grazioli's Resignation from the Parks and Recreation Committee effective October 16, 2023. Keith Fritz seconded the motion. Motion carried unanimously.
- (2) Resolution No. 2023-51 – The Board discussed new appointments to the Parks and Recreation Committee. After discussion, Jeff Vickers made a motion to approve Resolution No. 2023-51, Appointments to the Parks and Recreation Committee. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously. Upcoming events were discussed including electrical requirements at the pavilion. Public Works Director Keith McGowan recommended utilizing the power resources located at the hot dog stand.
- (3) DJ Contract for Family Glow Dance Party – Contract is forthcoming.
- (4) Petty Cash Check Request – Jeff Vickers made a motion to approve a Parks and Recreation Petty Cash check request in the amount of \$800.00 for Family Glow Dance Party Expenses. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

G. Roads Inspection – Public Works Director Keith McGowan discussed quotes that are forthcoming for the Board's review.

H. Towing Service for Township Vehicles – The Board requested that the Township Administrator contact the Township's insurance company regarding towing coverage.

I. Public Works –

1. Security Camera Upgrade – Public Works Director Keith McGowan will contact vendor to verify coverage area;
2. Fuel Island Relocation – Public Works Director Keith McGowan will provide updated plan and additional slab work that can be included with project estimate.
3. CDL Job Description – Keith Fritz made a motion to approve the updated CDL Job Description revising the continued education section as presented. Jeff Vickers seconded the motion. Motion carried unanimously.

J. Township Website Upgrade – Quotes are forthcoming.

K. September 26, 2023 Complaint Form – The Board concurred with Zoning Officer Kerlin looking into complaint.

L. 457 Plan –

1. Police Association Memorandum regarding Mission Square as their choice for a 457 Plan was provided to the Board for review;
2. Jeff Vickers made a motion to authorize the preparation of a Resolution for a Uniformed and Non-Uniformed 457 Plan, a supplemental retirement savings plan at no cost to the Township effective January 1, 2024. Keith Fritz seconded the motion. Motion carried unanimously.

M. Police Department Request for Payment of Vacation Time – The Board was provided with a request for payment of vacation time. No action required.

At this time, Steve Stoltzfus, Sheds Unlimited, provided the Board with an update on his Land Development Plan. Mr. Stoltzfus also discussed the design for the local grate system.

**EXECUTIVE SESSION**

The Board recessed for an Executive Session at 7:42PM. Chair Styer called the meeting back to order at 7:57PM indicating that the Executive Session was for a personnel matter.

**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 7:58PM.

Respectfully Submitted,

Joan A. Bair  
Township Secretary