

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES  
NOVEMBER 22, 2023**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on November 22, 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, 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**

**State Senator Scott Martin – District Office Services  
Elected Appointed Officials Training 2023-2024**

**BUSINESS**

- A. Fee Schedule for Review – The Board discussed revising the rates for ballfield use and requested that the Administrator research rates for other local fields such as St. Benedicts and New Holland Community Park.
- B. Christmas Village Donations – The Board requested that any reimbursements for the event include a receipt for the records, and items purchased need to be returned to the Parks and Recreation supply inventory. The Board also requested that a quote be obtained for the Friendship Park shed that can be utilized for storing Parks and Recreation supplies.
- C. The Village Library Door Replacement – Public Works Director McGowan discussed options and quote received. After discussion, Keith Fritz made a motion to approve purchasing a new door for the Village Library, amount not to exceed \$10,000.00. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- D. Donation of Personal Historic Property Agreement – Ms. Drake, Mast Road, inquired about the agreement. Chair Styer explained that the Hay Creek Historical Society attended a prior Township meeting and was asked to contact Jere Brady to discuss historical items inventory. At this time the Township Supervisors in coordination

with Jere Brady are finalizing an inventory list of items that will remain on display in the Township Building.

Michelle Raymond, Lenape Drive, discussed her complaint form regarding the historical items.

After discussion, the Board requested that Supervisor Paul Whiteman, Sr. coordinate a meeting with all parties involved with Caernarvon Township's historical items.

No further action was taken.

- E. Township Complaint Form Received November 21, 2023– Addressed under Business Item D.
- F. Appointment of Department Psychologist for Fitness for Duty Evaluations – Solicitor Eric Brown summarized the appointment. After discussion, Paul Whiteman, Jr. made a motion to approve appointing Wolanin Consulting and Assessment, Inc. at a rate of \$250 per hour, for the Department Psychologist for Fitness for Duty Evaluations. Keith Fritz seconded the motion. Motion carried unanimously.

At this time, Public Works Director Keith McGowan discussed illegal dumping issues. The Board requested that illegal dumping reminders be posted on the Township's social media sites and the Township Newsletter.

### **EXECUTIVE SESSION**

The Board recessed for an Executive Session at 7:44PM. Chair Styer called the meeting back to order at 8:09PM indicating that the Executive Session was for a personnel matter.

### **SUPERVISORS COMMENTS**

Paul Whiteman, Jr. reminded everyone about the upcoming Tree Lighting Event and thanked Keith McGowan for his assistance with the .

### **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