

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
ORGANIZATION MEETING
JANUARY 2, 2024**

The Caernarvon Township Board of Supervisors held a Public Organization Meeting on January 2, 2024 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, and via Zoom, pursuant to notice and according to law.

ATTENDING OFFICIALS

Sandra Styer, Supervisor; Paul L. Whiteman, Jr., Supervisor; Paul Whiteman, Sr., Supervisor; Keith Fritz, Supervisor; Jack Hess, Supervisor; Robert Sing, Siana Law, Solicitor; Paul Stolz, Chief; Keith McGowan, Maintenance Foreman; Joan A. Bair, Township Administrator/Secretary; Margie Bishop, Assistant Secretary.

CALL TO ORDER

Sandra Styer called the meeting to order at 6:30 p.m. This was followed by the Pledge of Allegiance.

REORGANIZATION

A – Board Reorganization

Sandra Styer turned the meeting over to Solicitor Eric Brown who conducted the reorganization portion of the meeting.

Chairman – Paul Whiteman, Sr. nominated Sandy Styer for the position of Chairperson for 2024. Keith Fritz seconded the nomination. There were no other nominations. The motion carried unanimously, 5-0.

Vice-Chairman – Paul Whiteman, Sr. made a motion to nominate Paul Whiteman, Jr. as Vice-Chairman for 2024. Keith Fritz seconded the nomination. The motion carried unanimously, 5-0.

Meeting was turned back to Chairperson, Sandy Styer.

EXECUTIVE SESSION

No Executive Session needed.

B – Certificate of Appreciation - Chair Styer presented a Certificate of Appreciation to Jeff Vickers for the years he served as a Township Supervisor.

C - Police Pension Resolution – Keith Fritz made a motion to adopt Resolution **2024-01** that sets the member contributions to the Police Pension Fund at 5% of their compensation. Paul Whiteman, Sr. seconded the motion. The motion carried unanimously.

D – Reenacting Real Estate Transfer Tax Resolution – Paul Whiteman, Jr. made a motion to adopt Resolution **2024-02** to set the Real Estate Transfer Tax at the same tax imposed by Ordinance #236, with no substantial change for 2024, and that the Recorder of Deeds Office, Berks County Services Center, Reading, 19601, is hereby re-appointed collector of this tax. Jack Hess seconded the motion. The motion carried unanimously.

E – Fee Schedule Resolution –The Supervisors reviewed and discussed the 2024 Fee Schedule. Keith Fritz made a motion to adopt Resolution **2024-03** to accept the 2024 Fee Schedule with changes for the ballfield rental to eliminate the \$1,000.00 deposit for residents and requiring a \$50.00 damage deposit with signed waiver form. Paul Whiteman, Sr. seconded the motion. The motion carried unanimously.

F – Re-Appointing Board Members Resolution – Chairperson Sandy Styer listed the Reappointed Board Members noted on Resolution **2024-04**. Paul Whiteman, Jr. made a motion to adopt Resolution **2024-04** to Appoint and Re-appoint Board Members as presented. Keith Fritz seconded the motion. The motion carried unanimously.

G – “One-Year” Appointments – The Supervisors discussed and amended the “One-Year” Appointments as follows:

1. Keith Fritz made a motion to appoint Siana Law as Solicitor/Legal Counsel. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
2. Keith Fritz made a motion to appoint Paul Whiteman, Sr. as Police Liaison. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;
3. Jack Hess made a motion to appoint Keith Fritz as Assistant Police Liaison. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
4. Keith Fritz made a motion to appoint Sandra Styer as Non-Uniformed Liaison. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;
5. Paul Whiteman, Jr. made a motion to appoint Paul Whiteman, Sr. as Assistant Non-Uniformed Liaison. Keith Fritz seconded the motion. Motion carried unanimously;
6. Keith Fritz made a motion to appoint Sandra Styer as Uniformed and Non-Uniformed Timecards Reviewer. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
7. Paul Whiteman, Sr. made a motion to appoint Paul Whiteman, Jr. as Emergency Management Coordinator. Keith Fritz seconded the motion. Motion carried unanimously;
8. Paul Whiteman, Sr. made a motion to appoint Keith Fritz as Assistant Emergency Management Coordinator. Jack Hess seconded the motion. Motion carried unanimously;
9. Paul Whiteman, Sr. made a motion to appoint Colt Grazioli as Assistant Emergency Management Coordinator. Jack Hess seconded the motion. Motion carried unanimously;
10. Paul Whiteman, Sr. made a motion to appoint Paul Whiteman, Jr. as Roadmaster Liaison. Jack Hess seconded the motion. Motion carried unanimously;
11. Paul Whiteman, Sr. made a motion to appoint Keith Fritz as Assistant Roadmaster. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;
12. Paul Whiteman, Jr. made a motion to appoint Keith McGowan as Roadmaster/Public Works Director. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;

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13. Paul Whiteman, Jr. made a motion to appoint Jack Hess as Parks and Recreation Liaison. Keith Fritz seconded the motion. Motion carried unanimously;
14. Paul Whiteman, Jr. made a motion to appoint Paul Whiteman, Sr. as Assistant Parks and Recreation Liaison. Keith Fritz seconded the motion. Motion carried unanimously;
15. Paul Whiteman, Jr. made a motion to appoint Fire Marshal (Inspections) as Technicon II, Inc. Keith Fritz seconded the motion. Motion carried unanimously;
16. Paul Whiteman, Jr. made a motion to appoint Fire Marshal (Permits) as Keith J. Romig. Keith Fritz seconded the motion. Motion carried unanimously;
17. Paul Whiteman, Sr. made a motion to appoint Emergency Services Liaison as Paul Whiteman Jr. Jack Hess seconded the motion. Motion carried unanimously;
18. Paul Whiteman Sr. made a motion to appoint the Twin Valley Fire Department Voting Liaison as Paul Whiteman, Jr. Jack Hess seconded the motion. Motion carried unanimously;
19. Sandy Styer made a motion to appoint the Assistant Twin Valley Fire Department Voting Liaison as Keith Fritz. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;
20. Keith Fritz made a motion to appoint the Earned Income Tax Collector as Keystone Collections Group (CCTA Committee). Jack Hess seconded the motion. Motion carried unanimously;
21. Paul Whiteman, Jr. made a motion to appoint the Local Services Tax Collector as Keystone Collections Group (CCTA Committee). Keith Fritz seconded the motion. Motion carried unanimously;
22. Keith Fritz made a motion to appoint the Delinquent Real Estate Tax Collection as Berks Tax Claim Bureau. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
23. Paul Whiteman, Sr. made a motion to appoint the Vacancy Board Chairman as Jere Brady. Keith Fritz seconded the motion. Motion carried unanimously;
24. Paul Whiteman, Jr. made a motion to appoint the Village Library Liaison as Jack Hess. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
25. Keith Fritz made a motion to appoint the Assistant Village Library Liaison as Paul Whiteman, Sr. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously;
26. Paul Whiteman, Jr. made a motion to appoint the Township Treasurer as Diana Patton, Numbers Made Easy Consulting. Keith Fritz seconded the motion. Motion carried unanimously;
27. Paul Whiteman, Sr. made a motion to appoint the Township Assistant Treasurer as Joan Bair. Keith Fritz seconded the motion. Motion carried unanimously;
28. Paul Whiteman, Sr. made a motion to appoint the Township Administrator as Joan Bair. Keith Fritz seconded the motion. Motion carried unanimously;
29. Keith Fritz made a motion to appoint the Township Secretary as Joan Bair. Jack Hess seconded the motion. Motion carried unanimously;

30. Keith Fritz made a motion to appoint the Assistant Township Secretary as Margie Bishop. Jack Hess seconded the motion. Motion carried unanimously;
31. Paul Whiteman, Jr. made a motion to appoint Margie Bishop as the Open Records Officer. Keith Fritz seconded the motion. Motion carried unanimously;
32. Keith Fritz made a motion to appoint the Township Depository as Ephrata National Bank. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
33. Keith Fritz made a motion to appoint the Tax Collector Depository as Ephrata National Bank. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
34. Paul Whiteman, Sr. made a motion to appoint the Township Engineer as Kraft Engineering. Keith Fritz seconded the motion. Motion carried unanimously;
35. Paul Whiteman, Sr. made a motion to appoint the Township Planner as Kraft Engineering. Keith Fritz seconded the motion. Motion carried unanimously;
36. Paul Whiteman, Jr. made a motion to appoint the Township Floodplain Administrator as Joan Bair. Keith Fritz seconded the motion. Motion carried unanimously;
37. Paul Whiteman, Jr. made a motion to appoint the Plumbing Inspector as Technicon Enterprises II, Inc. Keith Fritz seconded the motion. Motion carried unanimously;
38. Keith Fritz made a motion to appoint the Mechanical Inspector as Technicon Enterprises II, Inc. Jack Hess seconded the motion. Motion carried unanimously;
39. Paul Whiteman, Jr. made a motion to appoint the Electrical Inspector as Technicon Enterprises II, Inc. Keith Fritz seconded the motion. Motion carried unanimously;
40. Paul Whiteman, Jr. made a motion to appoint the Zoning Officer as Technicon Enterprises II, Inc. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously;
41. Jack Hess made a motion to appoint the Code Enforcement & Building Inspections as Technicon Enterprises II, Inc. Keith Fritz seconded the motion. Motion carried unanimously.

H – Mileage Rate – Keith Fritz made a motion to adopt Resolution **2024-06** to set the mileage rate paid by the Township to \$0.67 cents per mile to coincide with the approved IRS mileage rate. Paul Whiteman, Jr. seconded the motion. The motion carried unanimously.

I – Re-Appointing Delegates to the Tax Collection Committee (TCC) – Paul Whiteman, Jr. made a motion to adopt Resolution **2024-07** to appoint Diana Patton, Numbers Made Easy Consulting as the Delegate, and Joan Bair as the Alternate Delegate to the TCC for 2024. Keith Fritz seconded the motion. The motion carried unanimously.

J – Re-Appointing PSATS as CDL and Non-CDL Testing Agency – Paul Whiteman, Jr. made a motion to adopt Resolution **2024-08** appointing PSATS as the CDL and Non-CDL Drug Testing Agency for 2024. Keith Fritz seconded the motion. The motion carried unanimously.

K – Joining the Countywide UCC Appeals Board for 2024 – Paul Whiteman, Jr. made a motion to adopt Resolution **2024-09** joining the Countywide UCC Appeals Board for 2024. Paul Whiteman, Sr. seconded the motion. The motion carried unanimously.

L – Authorizing Dept. Heads to Expend Funds – The Supervisors discussed the authorized amount for allowing Department Heads to expend Funds. Following this discussion, Paul

Whiteman, Sr. made a motion to approve Resolution **2024-10** to authorize the Expenditure of Funds by Department Heads not to exceed \$2,500.00. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

M – Fire Police for 2024 – Paul Whiteman, Jr. made a motion to adopt Resolution **2024-11** appointing the listed members of the Twin Valley Fire Department as Special Fire Police for 2024. Keith Fritz seconded the motion. The motion carried unanimously.

N – Appointing Elected Auditors for 2024 – Keith Fritz made a motion to approve Resolution **2024-12** appointing elected auditors for 2024. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

O – Delegating Township Administrator As Township Representative for Audits – Keith Fritz made a motion to approve Resolution **2024-13** delegating Township Administrator as Township Representative for audits. Jack Hess seconded the motion. Motion carried unanimously.

P – Delegating Township Administrator as PSATs Voting Delegate for 2024 Conference – Paul Whiteman, Sr. made a motion to approve Resolution **2024-14** appointing Township Administrator as Voting Delegate for the 2024 PSATs Annual Conference. Jack Hess seconded the motion. Motion carried unanimously.

Q – Authorizing Persons Who Do Not Hold Commercial Drivers License to Operate Commercial Motor Vehicles Within the Township for Removing Snow and Ice from Township Roadways – Paul Whiteman, Jr. made a motion to approve Resolution **2024-15**. Keith Fritz seconded the motion. Motion carried unanimously. Paul Whiteman, Sr. discussed air brake experience requirements.

R – Rules For The Use of Recording Devices During Public Meetings – Jack Hess made a motion to approve Resolution **2024-16**. Keith Fritz seconded the motion. Motion carried unanimously.

S – Regular and Special Meetings Format – Paul Whiteman, Sr. made a motion to approve Resolution **2024-17**. Keith Fritz seconded the motion. Motion carried unanimously.

T – Naming Auditors to Audit Township Accounts for 2023 – Keith Fritz made a motion to approve Resolution **2024-18**. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

U. Employee Wage Increases – The Supervisors discussed pay increases. After discussion, Paul Whiteman, Jr. made a motion to approve a 4% pay increase for part-time and full-time non-uniformed employees, effective for the January 5, 2024 pay date. Jack Hess seconded the motion. Motion carried, 4-1. Supervisor Keith Fritz abstained.

2024 Pay Rates for Part-Time employees are as follows:

- K. Fritz, CDL, to be approved by Elected Auditors at their January 3, 2024 meeting;
- R. Miller, CDL Seasonal, \$24.88 per hour;
- E. McGlaufflin, CDL Seasonal, \$24.88 per hour
- D. Romig, Non-CDL Seasonal per hour \$21.63 per hour;
- D. Kennedy, Seasonal/Mowing \$16.22 per hour
- C. Whiteman, Seasonal/Mowing \$16.22 per hour;

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- W. West, Clerk, \$23.06 per hour

2024 Pay Rates for Full-Time (non-MPOA) employees are as follows:

- P. Stolz, Chief of Police \$54.08 per hour;
- J. Bair, Township Administrator \$49.40 per hour;
- M. Bishop, Assistant Township Secretary \$24.99 per hour;
- T. Peifer, Police Admin \$26.98 per hour;
- K. McGowan, Road Foreman \$38.48 per hour;
- T. Hornberger, Maintenance \$31.35 per hour;
- S. Remolde, Maintenance \$28.39 per hour;

PUBLIC COMMENT

Jeff Vickers inquired about a rate increase for the Board of Supervisors.

SUPERVISORS COMMENTS

The Supervisors discussed changing Regular meeting times to 6:30pm and requested that this item be added to January 10, 2024 meeting agenda.

Paul Whiteman, Sr. informed the Supervisors about an upcoming meeting with Historical Society Representatives.

Paul Whiteman, Jr. wished everyone a Happy New Year and discussed upcoming snow event. In addition, Supervisor Whiteman informed the Board about a follow-up meeting with TV ballfield contact Damon Scott.

The Supervisors welcomed Supervisor Jack Hess.

ADJOURNMENT

Paul Whiteman, Jr. made a motion to adjourn meeting. Keith Fritz seconded motion. Motion carried unanimously. Meeting adjourned at 7:06PM.

Respectfully Submitted,

Joan Bair
Township Administrator/Secretary