

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
MEETING MINUTES
JANUARY 24, 2024**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on January 24, 2024, 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; Jack Hess, 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.

CALL TO ORDER

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

COMMENTS FROM THE ASSEMBLY

No comments.

CORRESPONDENCE

No Correspondence

BUSINESS

- A. Police Department New Hire (moved up from Agenda Business Item E1) – Chief Stolz introduced new hire Officer Samuel Frank. After discussion and introduction, Paul Whiteman, Jr. made a motion to approve the new hire appointment at the contractual rate probationary rate. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- B. Township Complaint Form Received January 22, 2024, 1103 Elverson Road – Township road crew will address the drain matter, and the Township Engineer will be provided the information for review and evaluation. The Board requested that the Township office provide a follow-up response to the complainant.
- C. Sewer Authority Inspections – A follow-up from the Authority is forthcoming.
- D. 3715 Main Street Water and Sediment Complaint – Solicitor Brown discussed Land Development agreement language for developers. The Board authorized staff to address complaint with Developer and to update complainant.
- E. 2024 Contract for Ballfields – Public Works Director Keith McGowan discussed LED upgrades for lighting. The Board requested that the contract be edited to remove MAA as owner for lighting.

F. Police Department –

1. New Hire – Discussed above, Business Item A;
2. Resolution No. 2024-22 Authorized Signer for Lease Package – Keith Fritz made a motion to approve Resolution No. 2024-22 authorizing Paul R. Stolz, Jr. as signer and Joan A. Bair as Attestor for the 2023 Ford Police Interceptor Lease. Jack Hess seconded the motion. Motion carried unanimously;
3. Resolution No. 2024-23 Fulton Bank Addition to Master Lease for New Vehicle Purchase – Solicitor Brown summarized Resolution. After discussion, Paul Whiteman, Jr. made a motion to authorize the purchase of the 2023 Ford Police Interceptor by New Holland Auto Group (Co Stars Vendor) through the Fulton Bank Lease Purchase, subject to ratification of the Fulton Bank property schedule documentation for the total price amount of \$57,146.72. Jack Hess seconded the motion. Motion carried unanimously. Resolution will be presented at the Board’s February 14, 2024 Regular Meeting for ratification;
4. Memorandum of Understanding for Use of Chester County Public Safety Training Campus – Chief Stolz summarized the agreement. After discussion, Paul Whiteman, Jr. made a motion to approve Chief Paul Stolz as signer for the Memorandum of Understanding for Use of Chester County Public Safety Training Campus. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.

G. Public Works –

1. Library Fire System – Public Works Director Keith McGowan was requested to obtain more quotes for the Board’s review;
2. Snow Events – Public Works Director Keith McGowan informed the Board about a local business not conforming to the snow clearing Ordinance. A reminder has been posted on the Township’s social media sites;
3. Quote for One Calls/Utility Locating and Agreement – The Board requested that this item be placed on the February 14, 2024 meeting agenda.

H. Tax Collector Check Request for a Returned Tax Collection Check – After discussion, Keith Fritz made a motion to approve the presented check request from the Tax Collector. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.

I. Parks and Recreation Request List –

- (1) Paul Whiteman, Sr. made a motion to approve appointing Jack Hess as a Pro-Tempor Parks and Recreation Committee Member. Keith Fritz seconded the motion. Motion carried unanimously. The Board requested that Parks and Recreation Committee Member openings be advertised on the Township’s Social Media;
- (2) Paul Whiteman, Sr. made a motion to approve appointing Colt Grazioli as a Parks and Recreation Committee Member. Jack Hess seconded the motion. Motion carried 3-2, Sandy Styer and Keith Fritz opposed;

- (3) The Board requested Treasurer's report include balance of the Parks and Recreation budget;
 - (4) The Board discussed the credit card request. No action taken. The Board requested that the Parks and Recreation Committee recommend to the Board a Committee Member who would be placed in charge of managing the approved petty cash for each event, receipts and a reconciled report will need to be submitted to the Township at the conclusion of each event;
 - (5) Meeting time change request was discussed. Paul Whiteman, Jr. made a motion to approve the Parks and Recreation meeting time change from 7:00pm to 6:30pm. Keith Fritz seconded the motion. Motion carried unanimously;
 - (6) Paul Whiteman, Sr. made a motion to acknowledge Sandy Styer's resignation as Pro-Tempor member of the Parks and Recreation Committee. Keith Fritz seconded the motion. Motion carried 4-1, Paul Whiteman, Jr. opposed;
 - (7) Paul Whiteman, Sr. made a motion to acknowledge Margie Bishop's resignation as Pro-Tempor member of the Parks and Recreation Committee. Keith Fritz seconded the motion. Motion carried unanimously.
- J. Savvy Citizen Communication System – Chief Stolz discussing pricing options. Chief will provide the Board with additional vendor options and quotes. The Board requested that the Township provide quotes for a new website compatible with communication system.

EXECUTIVE SESSION

No Executive Session needed.

PUBLIC COMMENT

Wayland Washington, Sewer Authority, was present to discuss Sewer Authority inspection fees for businesses. Supervisor Paul Whiteman, Jr. requested that the Authority review Ordinance for updates. Resident Lynn Burkholder, Twin Valley Coffee, inquired about sewage drainage procedures for local businesses.

SUPERVISORS COMMENTS

Chair Styer discussed Parks and Recreation standards of conduct and procedures for notifying Liaisons directly regarding any Parks and Recreation items to be addressed. Supervisor Fritz discussed procedures for submitting background check results in a timely fashion.

Paul Whiteman, Sr. discussed the upcoming February 2, 2024 historical society meeting to go over committee members for the proposed Caernarvon Township Historical Society Committee.

Paul Whiteman, Sr. requested that when Township personnel are working from home that the Township line be forwarded to the applicable remote phone.

ADJOURNMENT

Paul Whiteman, Jr. made a motion to adjourn the meeting. Jack Hess seconded the motion. Motion carried unanimously. Meeting adjourned at 7:19PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary