

**CAERNARVON TOWNSHIP
BERKS COUNTY, PA
BOARD OF SUPERVISORS
MEETING MINUTES
FEBRUARY 28, 2024**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on February 28, 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; Matthew Menna, Officer in Charge; Keith McGowan, Public Works Director; Joan Bair, Township Administrator/Secretary; Margie Bishop, Assistant 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

Caernarvon Township Planning Commission Letter – Consideration of Zoning Text Amendment for Vanguard Renewables Anerobic Digester Service Electric Franchise Fee Payment

BUSINESS

- A. Singer Right of Way Agreement – Solicitor Brown summarized agreement. Paul Whiteman, Jr. acknowledged receipt of the Singer Right of Way Agreement and authorized recording the document with Berks Recorder of Deeds. Keith Fritz seconded the motion. Motion carried unanimously.
- B. COMCAST Project – (1) Franchise Agreement Amendment was summarized by Solicitor Brown. After discussion, Keith Fritz made a motion to approve the COMCAST Franchise Agreement Amendment. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously; (2) Rettew Agreement – Paul Whiteman, Jr. made a motion to approve the Rettew Agreement for the utility locating services. Keith Fritz seconded the motion. Solicitor Brown informed the Board that the COMCAST agreement for Engineering Review Fees is forthcoming.
- C. 2024 Ballfields Contract – Supervisor Paul Whiteman, Jr. discussed the recent meeting held with the Baseball Association, topics included water issue and ballfield lighting. Supervisor Keith Fritz inquired about new diamond for the field. At this

- time, the Board requested that the ballfields contract be forwarded to Damon Scott for signature.
- D. Codification Project – Solicitor Brown summarized the proposed Ordinance. After discussion, Paul Whiteman, Jr. approved advertising the Codification Ordinance with revising the title to “Caernarvon Township Berks County”. Jack Hess seconded the motion. Motion carried unanimously.
 - E. Tax Collector Request to Increase Duplicate Bill Fee – The Board requested updating the Fee Schedule, a resolution for the next public meeting.
 - F. Parks and Recreation Easter Egg Hunt Budget Request – Paul Whiteman, Jr. made a motion to approve the Parks and Recreation Petty Cash check in the amount of \$1,000.00 for the March 30, 2024 Easter Egg Hunt. Keith Fritz seconded the motion. Motion carried unanimously.
 - G. Website Quotes – This item is on hold, currently under review.
 - H. Sewer Authority Inspections – No update at this time.
 - I. Excellence in Government Donation Request – Paul Whiteman, Jr. made a motion to approve a \$100.00 donation to Alvernia College Excellence in Government. Jack Hess seconded the motion. Motion carried unanimously.
 - J. Public Works – (1) 116 Settlers Trail pond maintenance was discussed by Public Works Director Keith McGowan. The Board requested that Keith meet with the Township Engineer to obtain a list of work to be done; (2) Ballfield lighting quote was discussed. Based on earlier discussion regarding the ballfield contract for 2024, Keith Fritz made a motion to approve utilizing the Sunoco Grant from the Parks and Recreation Accrual Fund for the Clyde Smith Lighting Upgrade, United Electric Supply quote in the amount of \$7,370.00. Jack Hess seconded the motion. Motion carried unanimously; (3) Guiwell quote was reviewed. Paul Whiteman, Jr. made a motion to approve the Guiwell Maintenance quote in the amount of \$4,600.00. Keith Fritz seconded the motion. Motion carried unanimously.
 - K. Police Department – (1) Upon Chief’s letter of recommendation, Paul Whiteman, Sr. made a motion to approve changing Officer McCloskey’s status from Probation Officer to Full-Time Officer, and updating pay rate in accordance with Police Contract. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously; (2) The Board received a letter from Chief informing them about an Energy Transfer donation received in the amount of \$5,000.00; (3) Upon receipt of Chief’s letter of recommendation, Keith Fritz made a motion to approve the purchase of 2 additional body cameras from Motorola Solutions. Jack Hess seconded the motion. Motion carried unanimously.
 - L. Park Signs – Public Works Director Keith McGowan discussed issues occurring at the basketball court location. The Board requested that the applicable Ordinance be reviewed for park rules and that the Parks and Recreation be informed about pet policy.

In addition, Public Works Director McGowan informed the Board about a UGI project occurring in the area of Swamp Road which is currently under review by the Township Engineer.

EXECUTIVE SESSION

No Executive Session needed.

SUPERVISORS COMMENTS

Paul Whiteman, Sr. informed the Board about a possible complaint forthcoming from a resident regarding dead trees requiring maintenance.

ADJOURNMENT

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. Meeting adjourned at 6:59PM.

Respectfully Submitted,

Joan A. Bair
Township Secretary