

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
MEETING MINUTES  
MARCH 27, 2024**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on March 27, 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; 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**

**PSATs Memo – 2024 Proposed Resolutions and Nominations Report  
Berks County Public Works Association Meeting April 11, 2024  
Berks Nature Memo – Public Meeting Notice  
South Central Transit Authority Annual Report**

**BUSINESS**

- A. TIMET Substation Parking Request – The Supervisors concurred with the request, however, they are requiring that local business driveways do not get blocked. In addition, the Board requested that the parking request be coordinated with the Chief of Police.
- B. Bank Forms – Keith Fritz made a motion to approve the Ephrata National Bank account signer forms removing former Supervisor Jeffrey Vickers and adding new Supervisor Jack Hess. Paul Whiteman, Jr. seconded the motion. Motion carried unanimously.
- C. Website Contract – Paul Whiteman, Sr. made a motion to approve Township Administrator Joan Bair as signer for the Revize Website Development Contract including deposit amount of \$5,655.00. Keith Fritz seconded the motion. Motion carried unanimously.

- D. Fire Police Request – Paul Whiteman, Jr. made a motion to approve the Fire Police Request for the Classic Auto Mall Flea Market to be held on April 7, 2024. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- E. PennDot Mowing Agreement – Paul Whiteman, Jr. made a motion to approve the PennDot Mowing Agreement effective until December 31, 2026. Keith Fritz seconded the motion. Motion carried unanimously.
- F. Resolution 2024-30 – Paul Whiteman, Jr. made a motion to approve Resolution No. 2024-30 adopting the Berks County Hazard Vulnerability Assessment and Mitigation Plan. Jack Hess seconded the motion. Motion carried unanimously.
- G. Salt Shed Land Development –
  - (1) Public Works Director Keith McGowan requested the Board’s permission to begin construction plans for a new salt shed. The Board concurred. Supervisor Paul Whiteman, Jr. discussed the budget plans for the new shed;
  - (2) Public Works Director Keith McGowan informed the Board that the Township will possibly require lot acquisition from a local property owner for part of the salt shed land development plan.
- H. Thousand Oaks Bridge Proposals – The Board reviewed quotes previously obtained for the bridge repair work. Additional quotes are forthcoming. Public Works Director McGowan discussed obtaining required permits prior to start of bridge construction plans.
- I. Township Sewage Pipe Issue – Public Works Director McGowan informed the Board about the recent sewage issue that will require assistance from a vendor to take a camera view of the pipes.
- J. Parks –
  - (1) Public Works Director McGowan informed the Board that a draft sign is in process for the parks. To address the issue with cleanup of animal waste, the Board requested that the new signs include a notation about Animal Control Ordinance No. 311;
  - (2) The Board reviewed Public Works Director McGowan’s proposed list of parks improvements projects. The Board requested that the list be forwarded to the Parks and Recreation committee for review. Supervisor Paul Whiteman, Jr. inquired about diamond work planned for ballfield, and also potential parking concerns at the Highcroft ballfield. The Board requested that T-ball practices be announced through the SAVVY notification system.
- K. Police Department –
  - (1) Morgantown Industrial Park/Hemlock Road truck parking request was discussed earlier during this meeting. Chief will follow up with the business requesting parking accommodations;
  - (2) SAVVY citizen program is in process. The Board requested that Chief consider inviting local municipalities to receive notifications, and requested that the Water and

- Sewer Authority notifications be included in the program announcements. Chief will meet with the Authority to discuss their participation in the SAVVY program;
- (3) West Chester University Criminal Justice Internship Approval – Chief informed the Board about West Chester University approving Caernarvon Township for participation in the Criminal Justice Internship program. Upon Chief’s recommendation, Keith Fritz made a motion to conditionally approve employee Cameron Whiteman for the West Chester University Criminal Justice Internship program, approval is contingent upon obtaining successful required security clearances, hours not to exceed 30 hours per week at an hourly pay rate of \$16.22, effective the beginning of May 2024 for 12 weeks. Jack Hess seconded the motion. The motion carried 3-2, Paul Whiteman, Jr. and Paul Whiteman, Sr. abstained from voting due to a conflict of interest/immediate family members of employee;
- (4) eLock Security Specialist’s Proposal for Camera System – Chief discussed the eLock proposal. The Vendor is CoStars approved, services will be at a rate of \$80.00 per hour. No action taken at this time. Item is to be added to April agenda for review and approval.
- L. Parks and Recreation Easter Event – Keith Fritz made a motion to approve obtaining a portable restroom for the March 30, 2024 Easter Egg Hunt hosted by the Parks and Recreation Committee. Paul Whiteman, Sr. seconded the motion. Motion carried unanimously.
- M. Parks and Recreation Letter of Interest – No action taken at this time.
- N. Commercial Cleaning for Floors – Jack Hess made a motion to approve the Dust Busters Cleaning Lady quote in the amount of \$3,900.00 for the Social Hall, Police Station, Kitchen breakroom, and Township Hallway buffing and waxing services. Keith Fritz seconded the motion. Motion carried unanimously.

### **EXECUTIVE SESSION**

The Board recessed for an Executive Session at 7:11PM. The Chair called the meeting back to order at 7:19PM and indicated that the Executive Session was to discuss personnel matters and to obtain legal advice.

At this time, Paul Whiteman, Sr. made a motion to conditionally approve the appointment of Donna Whittaker to the Parks and Recreation Committee, appointment contingent upon successful completion of required Parks and Recreation background checks. Keith Fritz seconded the motion. Motion carried unanimously.

### **SUPERVISORS COMMENTS**

Paul Whiteman, Jr. requested that the 2024 Road Work bids be added to the April 10, 2024 Regular Meeting agenda, and informed the Board that notification letters will be sent to the residents affected by the 2024 Road Work plans.

**ADJOURNMENT**

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. Meeting adjourned at 7:20PM.

Respectfully Submitted,

Joan A. Bair  
Township Secretary