

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

**April 24, 2024**

The Caernarvon Township Board of Supervisors held their Monthly Workshop Meeting on April 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; 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**

**DEP Notice – Permit for Construction Activity to Occur in Caernarvon Township  
County of Berks Notice – Reading Area Transportation Study Open Position  
Caernarvon Township Authority Notice – Application for Groundwater Withdrawals**

**BUSINESS**

- A. 2024 Street Work Additional Roads for Board’s Approval – Paul Whiteman, Jr. informed the Board of Supervisors of recommended additional roads to be added to the current 2024 Road Work plan. It was also recommended that a portion of the money budgeted for the salt shed project be utilized for the additional roads to include Lenape Drive, Kimball Road (Pennwood Development), Mast Road, Elverson Road and pipe work needed in Mountaineer Village. The remaining salt shed budgeted money would then be utilized to continue the plans for the proposed new salt shed. Additionally, the owners of the ‘triangle’ piece of land behind the salt shed would need to be contacted to discuss an agreement for transfer to the Township the applicable “triangle” piece of land.

After discussion, Paul Whiteman, Sr. made a motion to approve utilizing an additional \$100,000.00 from the General Fund (Salt Shed budgeted amount) for adding Lenape Drive, Kimball Court, Mast Road, Elverson Road, and South Street/Alley Way to the 2024 road work plans. Keith Fritz seconded the motion. Motion carried unanimously.

- B. Wendy's/Popeye's Escrow Release Request – Upon the Engineer's recommendation, Paul Whiteman, Jr. made a motion to release Escrow No. 3 in the amount of \$50,286.19 for the Wendy's Popeye's Land Development Plan. Paul Whiteman, Sr seconded the motion. Motion carried unanimously.
- C. Junkluggers Request to Have a Collection Day at Caernarvon Township – Supervisors Paul Whiteman, Jr. and Keith Fritz asked for clarification on what is collected, and date planned. Joan Bair, Administrator informed them that a date has not yet been set. The information provided states small appliances, computers, laptops, miscellaneous wire, random metal item, etc. Paul Whiteman Jr. suggested we advertise the event once set. Keith Fritz made a motion to give permission for using the township parking lot for the Junkluggers collection date. Jack Hess seconded the motion. Motion carried unanimously.
- D. 190 Settlers Trail Pond Maintenance Letter for Review – no information received to date, information be forwarded to Township Office by Township Engineer Scott Anderson.
- E. Public Works - Line Painting Estimate – Keith McGowan, Public Works Director, presented 2 vendor quotes. Eric Brown, Township Solicitor, advised that due to the cost, 3 vendor bids should be obtained, or that verification of CoStars membership be confirmed. Keith McGowan will confirm CoStars membership or, if needed, get the third quote and present at next meeting.
- F. Fire Police Request for June 1, 2024, American Legion Riders Bike Show - Paul Whiteman, Jr. made a motion to approve the June 1, 2024 American Legion Riders Bike Show fire police request. Keith Fritz seconded the motion. Motion carried unanimously.
- G. Security Camera Update: The Board reviewed the Vector Security Letter dated April 23, 2024. Supervisor Paul Whiteman, Jr. inquired about the timeliness of responses to the Township's calls regarding issues. The Solicitor requested an executive session to discuss security camera matter.

## **EXECUTIVE SESSION**

The Board recessed for an Executive Session at 6:44P.M. Chair Styer called the meeting back to order at 7:03PM and indicated that the Executive Session was to discuss personnel matters and to obtain legal advice.

At this time, Keith Fritz made a motion to approve authorizing the release of funds in conjunction with Vector Security's letter dated April 23, 2024 regarding existing agreements for security camera monitoring services. Jack Hess seconded the motion. Motion carried unanimously.

**SUPERVISORS COMMENTS**

Paul Whiteman, Jr. advised that he would have contracts for this year's carnival available that will be reviewed at the next Supervisors meeting.

**ADJOURNMENT**

Paul Whiteman, Jr. made a motion to adjourn the meeting. Keith Fritz seconded the motion. Motion carried unanimously. Meeting adjourned at 7:05 PM.

Respectfully Submitted,

Joan A. Bair  
Township Secretary