

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

May 14, 2025

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on May 14th, 2025, 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., Vice Chair; Jack Hess, Supervisor; Keith Fritz, Supervisor; Paul Whiteman, Sr., Supervisor; Heather Brendle, Administrator; Keith McGowan, Public Works Director; Paul Stolz Jr., Chief of Police; Eric Brown, Solicitor, Siana Law; Scott Anderson, Engineer, Kraft Municipal Group; Jeff Kerlin, Codes Officer, Technicon; Lydia Simmons, Treasurer

CALL TO ORDER

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

COMMENTS FROM THE ASSEMBLY – No Comments

CORRESPONDENCE –

1. PA Dept of Revenue – 1st Qtr. Local Share Assessment
2. Letter regarding Vanguard Renewables CU Application withdraw
3. Letter regarding Vanguard Renewables Land Development Plans withdraw
4. April 2025 Assessment Totals
5. 2025 MRM Property and Liability Trust Dividend
6. 2025 MRM Works Comp Dividend
7. Bridge Inspection Morgan Way over Conestoga Creek BRKEY 5344
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9. PSATs News Bulletin - April 2025 – Keith McGowan, Director of Public Works, brought to the attention of the Board the article discussing the bill which would impose state-mandated OSHA requirements on townships and nonprofits. McGowan emphasized opposition to this bill, which would be expensive for the townships, volunteer fire and EMS.
10. PennDOT Traffic Signal Test and Inspection Letter

MINUTES OF THE PREVIOUS MEETING

Paul Whiteman, Sr made a motion to approve April 9th, 2025, Regular Meeting minutes. Paul Whiteman, Jr seconded the motion. Motion carried unanimously.

Paul Whiteman, Jr made a motion to approve April 16th, 2025, Roads Inspection Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.

Paul Whiteman, Sr made a motion to approve April 23rd, 2025, Workshop Meeting minutes. Jack Hess seconded the motion. Motion carried unanimously.

TREASURERS REPORT

1. The Supervisors reviewed the Treasurer's report. Lydia Simmons, Treasurer, discussed the reclassification of the Public Works wages to consolidate as previously discussed. Simmons also highlighted the income of Real Estate taxes for the month, as well as the first quarter local share from the Casino for \$341,881.01. Paul Whiteman, Sr made a motion to approve the Treasurer's report. Keith Fritz seconded the motion. Motion carried unanimously.
2. The Supervisors reviewed the Treasurer's report on transfers needed. Transfers needed are both for previously approved escrow releases and are listed in this agenda as resolutions for approval. No motion is needed at this time.

EXPENSE LIST

The Supervisors reviewed the expense list. Simmons highlighted the renewal of the annual insurance premium expense, and the expense of two previously approved purchases for public works, Vitalities and the Cross Conveyor system. Paul Whiteman, Jr. made a motion to pay the May 14th, 2025, bills. Jack Hess, seconded the motion. Motion carried unanimously.

BUSINESS

- A. Consider Acceptance of Vanguard Renewables / Elverson A.D. 1 letter withdrawing the conditional use application and development plans. Keith Fritz. made a motion to accept the withdraw from Elverson AD1 for the conditional use application and the land development plans. Pual Whiteman, Jr., seconded the motion. Motion carried unanimously.

Sandy Styer opened the floor to public comment. 1) Skip deGaray discussed various permit violations from Vanguard Renewables. deGary requested the Planning Commission create a text amendment to limit the source and size of waste, as well as positioning the facility in an appropriate location. 2) Eric Brown, Township Solicitor, explained the planning commission is responsible for consider new text amendments, and the Board will receive recommendation from the PC. 3) Paul Whiteman Jr. responded that they have received all emails regarding the issues and they are actively looking into concerns and awaiting amendments from the PC. 4) Christine Wildonger presented a petition against the digester signed by 972 people with over 600 from the local area. Wildonger shared some reasons she feels the ordinance needs to change, and shared a list of proposed changes. Wildonger also shared a letter to the IRS from Vanguard that showed inconsistent facts about manure requirements. Wildonger gave copies to the Board of the signed petition and letter. 5) Megan deGaray feels this project has no benefit to the community, and will only benefit Vanguard and the Kurts Farm, potentially at the expense of the community's pure air and water. DeGaray requested the Board standup

and adjust the text amendment. 6) Tim McEwen shared a discussion with a Kurtz family member at the West Nantmeal township meeting who was initially against the project but then expressed support after disclosing they were contacted about a pipeline running through their property. 7) Dr. Donaldson voiced strong opposition to the project citing potential health hazards such as nano plastics entering the environment. 8) Athena Clark, an oncology massage therapist, is considering an in-home massage business, but is concerned that no one would want to come to her home for those services. 9) Erin Masuoka presented information from Berks County Agricultural Land Presentation highlighting discrepancies in the project's application. Masuoka noted several issues, but in respect to time limit, she shared a handout with the board with more information. 10) Ron Grant shared neighboring communities' opposition, such as Elverson Borough and West Nantmeal. 11) James Turbush expressed that the project has been fatally flawed from the beginning and never should have been proposed. Turbush shared that every application submitted to the DEP over the last two years has been withdrawn due to technical deficiencies. The DEP has issued nine deficiency letters to AD1. Berks County Conversation District found numerous deficiencies and has refused to approve them, and the permit application will likely be withdrawn as well. Turbush has requested the Township make significant amendments to ordinance 322 and create new ordinance specifically addressing the natural gas compressor stations. 12) Kevin Hott is mostly troubled by violations and unreported incidents. Hott appreciates the Board's open-mindedness, but it is time to stop being open minded and protect the community. 13) Paul Whiteman, Jr. again reminded the assembly that they are residents too, and the board has done their own research on the subject matter and thanked the residents for the significant time and effort put into this topic.

- B. Consider approval of Ordinance to establish parking regulations for Friendship Park – Ken Parris of Conestoga Christian School addressed the board regarding their previous conversations and his goal to work as community partners. Parris suggested to step aside as a point of contention and suggested Paul Jr do the same, and suggested two other Township supervisors, and two other school board members meet to discuss. Paul Whiteman, Jr. responded explaining the Townships perspective, perceiving dishonesty from the school. Parris and Whiteman, Jr continued to dispute over the topic. Parris expressed the school would consider a temporary fence to help resolve the constraints for the carnival, as well as discussing an extended lease agreement. The board would like to further review the proposed ordinance before making any motions. The board will also discuss a possible future meeting with Conestoga with other alternative representatives.
- C. Consider approval of Ordinance to amend existing Caernarvon Township code to establish additional vehicle restrictions and left turn prohibitions – All previous requests have been updated in the ordinance, and no additional changes are needed. Paul Whiteman, Jr made a motion to approve Ordinance 326-2025 establishing vehicle restrictions and left turn prohibitions. Keith Fritz seconded the motion. Motion carried unanimously.

D. Complaints:

1. 11 Rock Ridge Complaint –Property damaged by paving company – Resident, Denise Williams, was present and explained the complaint in further detail. Scott Anderson, Township Engineer, explained that the paving work was done by EJ Brennenman in 2024, with a 1-year maintenance agreement. Part of the project was raising the road to improve drainage. There is a 54ft right away, and there will be some impact on yards. The shoulder issue has not been completely resolved; the Township has purchased equipment to help improve the shoulders of the road. Keith McGowan, Director of Public Works, noted that the picture supplied of the damaged area is in the Township right-of-way. Anderson requested an on-site meeting with the resident and McGowan to discuss the area.
2. 3209 Main Street – Fence location & lack of permit – The board requested the administrative office check files to see if a permit exists for the fence, and if no permit is available, Jeff Kerlin, Codes Officer, is requested to move forward with investigating this issue.

E. ESKE - Final Land Development Approval – Several representatives were present to discuss the ESKE Land Development project. In review, the Planning Commission previously gave favorable recommendation, pending compliance with sidewalk requirements. A new review letter indicates compliance and zoning related items have been addressed. The client agreed to accept all the suggested conditions proposed by the solicitor. Preliminary plan approval was granted in January. Eric Brown reviewed key conditions and requirements. The partial sidewalk deferral was discussed along Main Street and Twin Valley due to the existing buildings proximity to the street, as well as the required sidewalks. Paul Whiteman, Jr made a motion to approve final land development for ESKE. Keith Fritz seconded the motion. Motion carried unanimously.

F. PennDOT Form M0950AA Authorization to Apply for Highway Occupancy Permit for proposed Morgan Way and Morgantown Road Intersection Improvements – Scott Anderson recommended to the Board to not sign this form at this time. The Township is awaiting more information from traffic planning and design before acting.

G. Stormwater Issues Update – Woods Lane – No update

H. Fall Roads Inspection Items – Follow-up

1. North Twin Valley Road Drainage Matter – No Update

I. Consider approval of 2025 Guiwell Service Agreements for Heating and Air Conditioning Equipment – Paul Whiteman, Jr made a motion to approve the 2025 Heating and Air Conditioning Service Agreement with Guiwell. Paul Whiteman, Sr seconded the motion. Motion carried unanimously.

J. Consider approval of addendums to allow the Police Pension account to be eligible to trade ETFs by Conrad Siegel – Paul Whiteman, Jr made a motion to approve Heather Brendle to sign both addendums from Conrad Siegel. Keith Fritz seconded the motion. Motion carried unanimously.

- K. Request for Fire Police Assistance – June 10th through June 14th, 2025, for the Carnival Traffic Control – Keith Fritz made a motion to approve the requests for Fire Police assistance for the Morgantown Carnival June 10th to June 14th. Paul Whiteman, Sr seconded the motion. Motion carried unanimously.
- L. Transfer funds from Escrow Fund to General Fund (Escrow Releases – Morgan Commons & KidJoy) – Keith Fritz made a motion to approve resolution 2025-29 for the transfer of escrow funds to the general fund, \$51,297.18 for Morgan Commons and \$67,432.41 for KidJoy. Jack Hess seconded the motion. Motion carried unanimously.
- M. Transfer funds from General Fund to Escrow Fund (Move Escrows – Glick, Southern Berks Industrial, Viwinco, Vanguard Digester, ESKE, Berks Homes) – Paul Whiteman, Jr., made a motion to approve resolution 2025-30 for the transfer from general fund to the escrow fund for a total of \$30,200.00. Jack Hess seconded the motion. Motion carried unanimously.
- N. Discuss issue of grass clippings in street – Chief Paul Stolz addressed the board regarding the issue from landscapers and property owners blowing grass clippings into the road. The clippers are causing safety concern for motorcyclists, and large clumps can clog drains. Eric Brown confirmed ordinance 416-31 does cover this issue, allowing warnings to be issued. Requested to post a reminder to residence regarding the issue using digital media platforms.

TOWNSHIP REPORTS

- A. Zoning/Code Enforcement Officer Monthly Report - Jeff Kerlin reviewed Technicon's monthly report with the Supervisors. Kerlin highlighted a few issues. 1) 1141 Elverson Road regarding multiple unregistered vehicles was sited and a hearing was held May 2, 2025. District Justic granted defendant 60-day extension of time to come into compliance 2) A noise study was conducted near Mountain View for noise complaints about Timet. The 3-day study was completed during evening hours. The report is being compiled and will be submitted to the township once completed, in general it appeared that Timet is complying with decimal levels. 3) 124 Quarry Road had a complaint submitted indicating a dog fence was installed on the Township owned open space land. The property owner was put on notice of violation and is working on relocating the fence. 4) All recreational equipment has been moved, and all properties are now in compliance
- B. Administrator Report – Heather Brendle reviewed the annual insurance renewal with the board and highlighted the increase in annual premiums. The most significant change was the price of the traffic signal deductible was increase from \$500/incident to \$1000.00/incident.
- C. Carnival Update – Supervisor Paul Whiteman, Jr reviewed the carnival contracts for entertainment and requested approval for the total entertainment contract amount of \$15,300.00, and approval for deposit checks cut totaling \$5,750.00. Keith Fritz made a motion to approve the total of \$15,300.00 for entertainment contracts and to cut checks

for the deposits totaling \$5,750.00. Jack Hess seconded the motion. Motion carried unanimously. The insurance aggregate coverage amount for vendors was discussed. The board agreed that \$500,000 aggregate coverage is acceptable for smaller vendors, and \$2,000,000 aggregate for large vendors such as fireworks company and amusement companies. Whiteman, Jr reminded the assembly of the carnival dates which are June 10 to June 14, and fireworks will only be held on Saturday, June 14th, with a rain date of Friday. Fireworks will only be held one day this year due to the excessive cost increase due to tariffs.

- D. Maintenance Department – Keith McGowan updated the board regarding the Township putting their name on a list for a Freightliner truck in 2022. The salesman has reached out, and we will start to see prices and specifications regarding the truck in the next month.
- E. SEO - The Supervisors reviewed the monthly report.
- F. Library – The Supervisors reviewed the monthly report.
- G. Tax Collector - The Supervisors reviewed the monthly report.
- H. Police Department – Chief Paul Stolz reviewed the department’s monthly report highlighting a few notable incidents from the month. Chief Stolz shared several community engagements the department has been involved in and upcoming involvements. Several members of the assembly thanked Chief Stolz for his department’s dedication to the Township.
- I. EMS Monthly Report - The Supervisors reviewed the monthly report.
- J. Fire Department - The Supervisors reviewed the monthly report.
- K. Parks and Recreation
 - 1. Minutes - The Supervisors reviewed the minutes
 - 2. Request List – No request list was provided
- L. Planning Commission Minutes - The Supervisors reviewed the minutes.
- M. Water/Sewer Reports – No report
- N. Zoning Hearing Board - No report
- O. Engineer’s Report – 1) Sheds Unlimited resubmission has been received and is being reviewed 2) Morgan Corp Chassis Lot construction has begun 3) PennDOT is scheduled to begin work on the SR 10 grate bridge July 14th with a short-term road closure, estimated 10 days 4) Thousand Oaks Bridge Replacement is continued to be worked on by Whitman Engineering. Coordinating and discussing New Morgan Borough regarding utility and water lines. 5) Thousand Oaks storm sewer replacement quotes are being pursued, findings will be presented to the board when received 6) 2025 Roadwork has

been approved by PennDOT, project will be out for bid opening on June 5th 7) Township Salt Shed project plans are wrapping up. Scott plans to meet with Keith to review and aim to have project out for bid this month 8) Township Roof bids will be opened on the day of the workshop. 9) Update on 99 Hertzler Drive complaint – the Township is aware of the issue and is planning to investigate 10) 3801 Main Street complaint – Contacted PennDOT as it falls under their HOP. PennDOT signed off on the improvements, so it is out of the Townships hands

P. Solicitor's Report – No Report

EXECUTIVE SESSION – was called to discuss legal issues at 8:07 p.m. Sandy Styer, Chairperson, reconvened the meeting at 8:31 pm.

SUPERVISORS COMMENTS – None

ADJOURN - Paul Whiteman Jr. made a motion to adjourn the meeting. Jack Hess seconded the motion. The motion carried unanimously. The meeting adjourned at 8:31 PM.

Respectfully Submitted,

Heather Brendle
Township Administrator