

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

February 11th, 2026

The Caernarvon Township Board of Supervisors held their Regular Monthly Meeting on February 11th, 2026, in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA, pursuant to notice according to law.

ATTENDING OFFICIALS

Paul Whiteman, Jr., Chairman; Keith Fritz, Vice Chair; Paul Whiteman, Sr., Supervisor; Brian Garner, Supervisor; Ken Parris, Supervisor; Eric Brown, Solicitor, Siana Law; Scott Anderson, Engineer, Kraft Municipal Group; Jeff Kerlin, Codes Officer, Technicon; Lydia Simmons, Treasurer; Al Simmons, Treasurer; Heather Brendle, Administrator/Secretary; Keith McGowan, Public Works Director; Paul Stolz Jr., Chief of Police;

CALL TO ORDER - Chairman Paul Whiteman, Jr. called the meeting to order at 6:30 PM EDT. This was followed by the Pledge of Allegiance.

EXECUTIVE was called to discuss legal matter and legal advice at 6:31 p.m. Paul Whiteman, Jr, Chairman, reconvened the meeting at 6:55 p.m.

COMMENTS FROM THE ASSEMBLY – None

CORRESPONDENCE –

1. CELG Municipal Dinner Invite 2026
2. Morgantown MWGP Renewal

MINUTES OF THE PREVIOUS MEETING

Paul Whiteman, Sr. made a motion to approve January 14th, 2026, Regular Meeting minutes. Keith Fritz seconded the motion. Motion carried unanimously.

Keith Fritz made a motion to approve January 28th, 2026, Workshop Meeting minutes. Paul Whiteman, Sr., seconded the motion. Motion carried unanimously.

TOWNSHIP REPORTS

- A. Zoning/Code Enforcement Officer Monthly Report – Zoning Officer, Jeff Kerlin presented the zoning report for the month. Kerlin highlighted some updated: 1) 211 Blue Rock Hill Road – Defendant took corrective action within deadline to come into compliance which is under review. 2) 3108 West Main Street (Chads Auto Repair) – Eric Brown was able to contact owner’s legal representative and has requested clean up. Inspection will be forthcoming after snow melts.
- B. Zoning Hearing Board – Hearing scheduled for February 12th, 2026 at 7:30 for the Glick at 2205 California Road requesting a variance to gain relief for new business built on property.

- C. SEO - The Supervisors reviewed the monthly report.
- D. Administrator Report – 1) Keith Fritz, Keith McGowan and Heather Brendle have been signed up for PSATS Conference. 2) Administrator is reaching out to grant writers for information
- E. Carnival Update – The new contract for the amusement company has been received for review, no action at this time.
- F. Maintenance Department – Due to the multiple snowstorms, public works are seeing a lot of wear and tear. Several trucks have been in and out of the shop for various reasons. Truck 7 needs fender repair and will be going into the shop as well. The budget does not support the amount of work needed, but there is money in the accrual for snow and ice removal if needed.
- G. Library - The Supervisors reviewed the monthly report.
- H. Tax Collector - The Supervisors reviewed the monthly report.
- I. Police Department - The monthly reports were presented by Chief Stolz for Caernarvon Township and New Morgan Borough.
- J. EMS Monthly Report – No monthly report received.
- K. Fire Department - The Supervisors reviewed the monthly report
- L. Parks and Recreation – The Supervisors reviewed the minutes, no request list.
- M. Planning Commission – 1) The Supervisors reviewed the minutes. 2) Scott Anderson updated the board that the PC is working on the ordinance for AI Data Centers.
- N. Water/Sewer Reports - No monthly report received.
- O. Engineer's Report – 1) Scott Anderson quickly reviewed the status of all our current land development projects. 2) Turnpike Request for Temporary Construction Easement and Update – Update received that the Turnpike plans to replace both S Twin Valley Bridge and Main Street Bridge at the same time. The supervisors do not support this plan, as the amount of traffic that will be pushed to detours will cause major issues. The board authorized Kraft to send a letter to PennDOT regarding the intersection and signal equipment at Sheetz, and agreement to review detour roads after completion, and concerns of doing both projects due to traffic with Township Letterhead. Turnpike request – Willow Glenn at the connection with Main will be removed and relocated towards Lowes or come to the light. Turnpike is requesting the right-of-way for the removed portion of Willow Glen to remain as a temporary construction easement until their project is complete. 3) 2026 Roadwork and Projects Update – Reviewed the roadwork project list that has been on going and previously supplied to the board. Some prices may be outdated, but the list is current. The board will review the list. The board requested the list be revised as a priority list to better understand and plan. A revised list will be forthcoming.
- P. Solicitor's Report – No report

TREASURERS REPORT - The Supervisors reviewed the Treasurer's report. Paul Whiteman, Sr., made a motion to approve the January 31st, 2026, Treasurer's report. Keith Fritz seconded the motion. Motion carried unanimously.

EXPENSE LIST - The Supervisors reviewed the expense list – General fund: \$175,815.59, Street Light fund: \$5,144.14, and Building Tax fund: \$7,171.17. The total of all funds for the month equals \$188,130.93. Ken Parris made a motion to pay the bills for February 11th, 2026. Paul Whiteman, Sr., seconded the motion. Motion carried unanimously.

BUSINESS

- A. Consider approval of the Little Mates Land Development project –The Planning Commission made recommendation of approval of final plan, three waivers, and deferral of the sidewalk. Revised plan was received 2/11/26, the written decision was presented and summarized by Eric Brown, granting three waivers, deferral of sidewalk and 9 conditions. An adjustment to conditions were discussed that a U&O won't be issued until all required public improvements are completed, Supervisors agreed to make the recommended amendment. Eric will revise the written decision. Keith Fritz made a motion to approve the written decision granting approval of the Little Mates Land Development project as amended. Paul Whiteman, Sr., seconded the motion. Motion carried unanimously.
- B. New Morgan Warehouse Traffic Discussion – Aaron Tappana of Panattoni and Jarred Neal of TPD were present to discuss updates with the board. Aaron gave a very brief timeline of the land development project, which is expected to be completed December 2026. 1) Jarred moved on to the traffic discussion starting with Elverson Road. A conceptual design was presented as a follow up to previous conversation with the board. The bog turtle buffer that prevented the relocation of Elverson Road previously, was further researched, and the buffer was moved on the new concept. The new design would pull back Elverson Road allowing the intersection of Elverson Road and Route 10 to be straightened out at a ninety-degree angle. The intersection placement will allow back-to-back left turns heading south on Route 10. The concept would require removing an existing stretch of Elverson Road and removing Harmony Road entirely. Panattoni would take on a maintenance agreement to maintain signs, paving, and winter maintenance agreement for Academy. Academy Drive would need to be dedicated as a private easement to allow the church to access. 2) Morgan way HOP discussed – Jarred presented a layout showing why the shoulders were widened, which is to accommodate trucks. 3) Quarry Road – There are three street light poles have unknown owners. The Township is under the impression they are the Turnpike, but the Turnpike is not claiming ownership. Panattoni requests Township take ownership of the streetlights, and Panattoni will sign an agreement to maintain the streetlights. 4) Morgan way detour – Presented conceptual detour that would use Morgan Way, to Main Street, to Route 10. 6) Next Steps – Review draft agreements between attorneys, agreements will be brought to the Board for approval, approval of detours and required PennDOT applications.

- C. 3002 W Main Street and South Walnut Parking – Their legal representative requested to table to next month. The board discussed allowing perpendicular parking on Sundays only, times would depend on the church service hours, and church would be responsible for marking parking with cones to keep parking orderly. Signage and ordinance would need to be put in place. On all other day's parking will be parallel only. Special events requiring more parking on non-Sunday morning days would require permit from the Township. Heather Brendle will reach out to the property owner with the proposed solution.
- D. Sheds Unlimited Amended Stormwater O&M Agreement – Agreement not ready to be approved, table for future meeting
- E. North Twin Valley Road Drainage Matter – Still awaiting update from utility company
- F. CS Davidson Proposal for Elverson Road Culvert Replacement – Table for workshop
- G. Tractor Supply Extension Letter and TE-160 Form for Heritage Drive Signal – 1) Keith Fritz made a motion to accept the extension letter to extended project review by 60 days, which will bring the extension due date to April 17th. Brian Garner seconded the motion. Motion carried unanimously. 2) The developer submitted a letter to agree to sign the traffic signal maintenance agreement that is still being prepared. Keith Fritz made a motion to sign the agreement letter, with the phrase “in form and substance” added to the letter. Paul Whiteman, Sr., seconded the motion. Motion carried unanimously. 3) Paul Whiteman, Sr. made a motion to sign the TE-160 Form for Main Street and Heritage Drive light signal. Keith Fritz seconded the motion. Motion carried unanimously.
- H. Thousand Oaks Bridge updates and quotes – Discussed the previously supplied quotes. Board requesting updated bids from all contractors and review in a future meeting.
- I. Consider approval of settlement agreement with Conestoga Christian Day School – Board has received the updated revision of the settlement agreement to include the following: 1) correction to the clerical error of the schools acronym, 2) third parties will not get first priority use including the township, 3) allow hanging signage for advertising and school signage, signs can be left all year but township retain right to restrict any signage, 4) maintenance to include sheds and dugouts. Keith Fritz made a motion to approve the updated and finalized settlement agreement with Conestoga Christian Day School. Paul Whiteman Sr. seconded the motion. Motion carried, 4-1. Supervisor Ken Parris abstained, due to conflict of interest (see letter attached).
- J. Caernarvon Township Authority's Board of Directors Resignation and Appointment – Keith Fritz made a motion to appoint Mr. Christopher McTyier for the remainder of Mr. Rhode's term following his resignation. Paul Whiteman, Sr., seconded the motion. Motion carried unanimously.
- K. Consider salary for Full Time Assistant Administrative position for the Police Department – Heather Brendle and Lydia Simmons presented to the board they recommend a starting salary listed as a range of \$50,000.00 to \$52,500.00. A full-time assistant was not in the budget for the year, but between the part-time salary built in, and a full-time officer starting later than planned, the budget can support the recommended

salary. Ken Parris made a motion to advertise the position at a salary rate of \$50,000 to \$52,500.00. Paul Whiteman, Sr., seconded the motion. Motion carried unanimously

- L. Watkins Architect proposal letter for Police Dept Renovations – Phase 1 of architectural plan which include conceptual design totals \$8,000.00. This is the first step required to start the quoting process for the Police Dept. renovation project. Keith Fritz made a motion to approve moving forward with the \$8,000.00 phase 1 conceptual design. Brian Garner seconded the motion. Motion carried unanimously.
- M. Public Works dash camera installation – Keith McGowan reported the cost for four dash cams to be installed in the plow trucks totals \$5,535. The purchase will be re-evaluated at end of season, depending on the budget for the year.
- N. Consideration of approval of Mailbox Damage Claim – 11 Rock Ridge – The board reviewed the claim and pictures supplied of the claim. The board asked Keith McGowan if he received any report from drivers that the mailbox was hit, he confirmed that he had no report. After review, Paul Whiteman, Sr made a motion to deny the mailbox damage claim for 11 Rock Ridge due to no proof of the mailbox being hit by township equipment. Keith Fritz seconded the motion. Motion carried unanimously.
- O. Resolution 2026-23 – Recycling of electrical equipment –Ken Parris made a motion to approve Resolution 2026-23 to recycle electrical equipment to include old phones, broken TV, and old computers. Paul Whiteman, Sr., seconded the motion. Motion carried unanimously.

EXECUTIVE – was called to discuss legal advice at 10:01 p.m. Paul Whiteman, Jr, Chairmen, reconvened the meeting at 10:14 p.m.

SUPERVISORS COMMENTS – None

ADJOURN – Keith Fritz made a motion to adjourn the meeting. Paul Whiteman, Sr. seconded the motion. The motion carried unanimously. The meeting adjourned at 10:14 PM.

Respectfully Submitted,

Heather Brendle
Township Administrator

February 11th, 2026

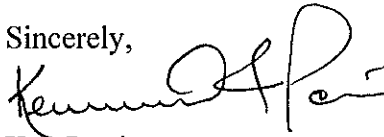
Caernarvon Township
Attn: Heather Brendle, Township Secretary
3307 Main Street
Morgantown, PA 19543

**Re: Abstention Due to Conflict of Interest
Disclosure to Attach to Meeting Minutes**

Dear Heather,

In accordance with Pennsylvania State Ethics Act, 65 Pa.C.S.A. § 1103(j), I request that this written memorandum be filed with minutes of the February 11th, 2026 public meeting of the Board of Supervisors to memorialize my announcement and disclosure at the meeting of the conflict of interest and my abstention on the vote to approve the settlement agreement with Conestoga Christin Day School Association. The nature of the conflict of interest is pecuniary interest of employer.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Parris", with a stylized flourish at the end.

Ken Parris
Township Supervisor