

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
BOARD OF SUPERVISORS  
EMERGENCY MEETING MINUTES  
March 17, 2020**

The Caernarvon Township Board of Supervisors held an Emergency Meeting on March 17, 2020 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA.

This meeting constitutes an “Emergency Meeting” as defined by the Sunshine Law. The meeting was convened with limited public notice due to the exigencies of the Novel Coronavirus (COVID-19) Emergency.

**ATTENDING OFFICIALS**

Allen Styer, III, Chairman; Paul Whiteman, Supervisor; Sandra Styer, Supervisor; Jeffrey Vickers, Supervisor; Jack Hess, Supervisor; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Joan Bair, Township Administrator.

**CALL TO ORDER**

Chairman Allen Styer called the meeting to order at 7:00 PM. This was followed by the Pledge of Allegiance.

At this time, Chairman Styer explained that prior to the start of this meeting, at 6:30PM, an executive session was held to discuss personnel issues related to the coronavirus (COVID-19) pandemic. Chairman Styer also announced that an executive session will take place at the end of this meeting to discuss personnel issues.

**COMMENTS FROM THE ASSEMBLY**

Michelle Raymond, Lenape Drive, explained that Berks Weekly is present to record a live stream video of the meeting.

**CORRESPONDENCE**

COVID-19 Emergency Declaration

**BUSINESS**

A. Management Response to COVID-19 Pandemic – (1) Township Operations for staff will remain normal at this time; (2) The Supervisors noted that for all Township Meetings, State and Federal standards will be followed. Solicitor Eric Brown explained that per the Second Class Township Code, the Board of Supervisors shall meet for the transaction of business at least once each month. The Board agreed that effective immediately, all non-essential Township meetings, special events and gatherings shall be canceled until further notice. Additionally, the Township Administrator was asked to research technology options to live stream meetings; (3) Township employees are to report to work unless they are exposed to COVID-19. All employees must report exposure or symptoms to the Township Administrator; (4) Employees are required to stay at home in the event of a confirmed close or prolonged contact or if they become sick. COVID-19 symptoms include fever, chills, cough, shortness of breath or sore

throat; and (5) The Board requested Township Solicitor to formulate a policy for the directives discussed including ways to mitigate risk in the workplace.

B. Emergency Management Services – (1) Supervisor Paul Whiteman explained that Berks County Emergency Services is providing COVID-19 guidance for obtaining necessary supplies such as PPE. In addition, the County is coordinating reimbursement efforts for supplies and equipment purchased in response to the COVID-19 pandemic; (2) Police Department procedures were provided to the Board for review.

C. Parks and Recreation – (1) Park bathrooms will remain closed; (2) The Board discussed partial park closures. Friendship and John Burdy Park tot lots will be closed, and COVID-19 precautions signs are to be posted at all other applicable parks.

D. Question & Answer Session – The Board addressed Morgantown Athletic Association (MAA) activities. It was noted that MAA activities are on hold until further notice.

At the conclusion of discussions, motions were presented as follows:

1. Sandy Styer made a motion to adopt policy articulated with regard to Township Operations and Employee Directives due to the COVID-19 pandemic. Paul Whiteman seconded the motion. Motion carried unanimously.

2. Paul Whiteman made a motion to approve partial closure of Township Parks and limit the number of people to 10 at parks designated to remain open at this time. Jack Hess seconded the motion. Motion carried unanimously.

#### **SUPERVISORS COMMENTS**

No comments.

#### **ADJOURNMENT**

Sandy Styer made a motion to adjourn meeting after an Executive Session. Jeff Vickers seconded motion. Motion carried unanimously.

The Supervisors met in Executive Session immediately following the public meeting at 7:30PM, for purposes of discussing personnel matters.

Respectfully Submitted,

Joan Bair  
Administrator/Secretary