

**WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS**

112 Municipal Lane  
Prosperity, PA 15329  
January 9, 2024

**MEETING MINUTES**

Walter Stout, Chairman, called the January 9, 2024 meeting of the Washington Township Supervisors to order at 6:30 PM. In attendance were Supervisors Walter Stout, Troy Smith, and Charles Hickman, Secretary Diane Headlee, and township resident Jason Rosa.

- I. Requests to Address the Board/Public Comment – there were no requests to address the Board.
  
- II. Correspondence and Reports
  1. Received Correspondence:
    - a. Clarification of Commonwealth Court ruling regarding the placement of additional items not previously listed on a meeting Agenda.
  
    - b. The Notice to Bidders advertisement for the rebidding of the park project has been placed in the Washington Observer. Bids are due on February 7th with a planned award date of February 13. Work is anticipated to begin April 1<sup>st</sup> and be complete by the Memorial Day weekend in May.
  
  2. Planning Board:
    - The Board did not meet on January 4th due to the lack of any items needing attention or action.
  
  3. Zoning Board: No meeting.
  
  4. Park Board: No meeting
  
  5. Roadmaster's Report: Work is continuing on the Waterdam Road waterline installation project with SPWA. Crews did snow removal, plowing and cindering the township roads as needed during recent snow squalls. Crews continue to do maintenance on the township-owned trucks and related equipment. The crews started blowing the leaves and miscellaneous debris out of the ditches and culverts on various township roads. Crews continue to remove trees and limbs from the township roads as needed.
  
  6. Solicitor's Remarks: Currently waiting on court action on Y-B Logging. The Spaulding legal matter is currently correspondence going back-and-forth between the parties.
  
  7. CEO/Zoning Report – Harshman’s report was distributed and reviewed by the supervisors.

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## III. Discussion & Action Items

### A. Routine

1. The Chairman asked the Board for a motion to approve the agenda without an Addendum. The motion was made by Charles Hickman, seconded by Walter Stout. All aye - motion carried
2. The Chairman asked the Board for a motion to approve the of Minutes of the December 12, 2023 Regular Meeting and the January 2, 2024 Reorganization Meeting. There were no additions or corrections made. The motion was made to approve the Minutes as presented, by Troy Smith, seconded by Charles Hickman. All aye - motion carried

### B. Specific

#### 1. Personnel

##### a. Elected Office, Appointed Boards & Contracted Personnel

##### 1. Resignations/Appointments

##### a. Zoning Hearing Board Re-appointments

The Chairman asked the Board to consider a motion to re-appoint Dave Ricciuti to the Washington Township Zoning Hearing Board for additional five (5) year term expiring on December 31, 2028. The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried

##### b. Park Board – Re-appointment

The Chairman asked the Board to consider a motion to re-appoint Walker Smith to the Township Park Board, for additional five (5) year term, expiring on December 31, 2028. The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried, however Troy Smith abstained from voting as Walker is Troy's son.

##### c. Kenneth Headlee - Vacancy Board Term Renewal

The Chairman asked the Board to consider a motion that Kenneth Headlee be re-appointed to the Vacancy Board for a 1-year term, expiring on December 31, 2024. The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried.

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d. Dennis Makel, Solicitor

The Chairman asked the Board to consider a motion to name Dennis Makel, Esquire as Township Solicitor for the calendar year 2024, at the contracted hourly rate of \$130.00 (\$5 increase) plus expenses, and \$200 per meeting attended. The motion was made by Troy Smith and seconded by Charles Hickman. All aye – motion carried.

e. Tim Neil, Sewage Enforcement Officer

The Chairman asked the Board to consider a motion to re-appoint Tim Neil as the Township Sewage Enforcement Officer (SEO) for the calendar year 2024, with no change to his 2023 contracted rates. It is further recommended that Brian Sokol be named as the alternate SEO for 2024 as well. The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried.

f. Harshman CE Group LLC - Zoning Official

The Chairman asked the Board to consider a motion to name the Harshman CE Group, LLC of Washington, PA as the Township Zoning Officer for the calendar year 2024, at the contracted rate of \$63.00 per hour. The motion was made by Troy Smith and seconded by Charles Hickman. All aye – motion carried.

g. Harshman CE Group, LLC – Codes Enforcement Official

The Chairman asked the Board to consider a motion to name the Harshman CE Group, LLC of Washington, PA as the Township Codes Enforcement Officer for the calendar year 2024, at the contracted rate of \$52.00 per hour. The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.

h. Harshman CE Group, LLC - UCC Inspection Services

The Chairman asked the Board to consider a motion to appoint Harshman CE Group LLC to provide the required Uniform Construction Code (UCC) inspection services for calendar year 2024. Fees charged pursuant to the provided Schedule (see Minute Book file). The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.

i. Richard Patton – Emergency Management Coordinator

The Chairman asked the Board to consider a motion for Richard (Rick) Patton to continue serving as the township's

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Emergency Management Coordinator for calendar year 2024, pursuant to the Pennsylvania Emergency Management Services Code. The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried.

j. Mackin Engineering Co., Planning

The Chairman asked the Board to consider a motion to re-appoint Mackin Engineering Co., as the Township Engineer, acting as the planning consultant to the Supervisors and Planning Board. Fees are charged on an hourly basis of work performed. The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried.

b. Township Employees

1. Appointments

a. William (Bill) Main, Full-time Maintenance Employee

The Chairman asked the Board to consider a motion to retain William (Bill) Main as a full-time Township Maintenance employee for calendar year 2024, at an hourly rate of \$20.75, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2021-1. The motion was made by Troy Smith and seconded by Troy Smith. All aye – motion carried.

b. Jason Rosa, Full-time Maintenance Employee

The Chairman asked the Board to consider a motion to retain Jason Rosa as a full-time Township Maintenance employee for calendar year 2024, at an hourly rate of \$20.75, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2021-1. The motion was made by Troy Smith and seconded by Charles Hickman. All aye – motion carried.

c. Gary Bennett, Full-time Maintenance Employee

The Chairman asked the Board to consider a motion to retain Gary Bennett as a full-time Township Maintenance employee for calendar year 2024, at an hourly rate of \$20.75, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2021-1. The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.

d. Appointment of Roadmaster and Assistant Roadmaster

The Chairman asked the Board to consider a motion to name Charles Hickman as the Roadmaster and William (Bill) Main as the Assistant Roadmaster, for the 2024 calendar year, at an additional hourly rate of \$1.50 per hour respectively. The motion was made by Troy Smith and seconded by Walter Stout. All aye – motion carried, however, Mr. Hickman abstained from voting.

2. Business Operations

a. Approval of Treasurer’s Report for period ending December 31, 2023

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>ARPA</u>
Beginning Balance	\$ 267,642.28	\$ 11,400.03	\$ 29,343.78	\$ 59,279.33
Revenues	64,410.27	5.89	595.65	162.26
Expenditures	<u>-51,016.95</u>	<u>-0.00</u>	<u>-100.00</u>	<u>-0.00</u>
Ending Balance	\$ 281,035.60	\$ 11,405.92	\$ 29,839.43	\$ 59,441.59

  

	<u>Fire Fund</u>		<u>Impact Fee</u>
Beginning Balance	\$ 11,965.18	Beginning Cash Balance	\$ 414,396.33
Revenues	307.84	Revenues - Interest	940.11
Expenditures	<u>-9,135.00</u>	Other	0.00
Ending Balance	\$ 3,138.02	Expenditures	<u>-95,547.73</u>
		Available Cash Balance	\$ 319,788.71
		Investments Held	<u>\$ 2,000,000.00</u>
		Total Account Balance	\$ 2,319,788.71

The Chairman asked the Board to consider a motion to approve the Treasurer’s report for the period ending December 31, 2023 and direct that it be filed for audit. The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.

b. Bills & Transfers for Approval for All Funds – December, 2023

The Chairman asked the Board to consider a motion to approve the payment of the monthly bills, payroll and intra-fund transfers, as listed on the attached, from the following accounts:

General Fund	\$ 45,253.82
Liquid Fuels Fund	0.00
Machinery Fund	100.00
Impact Fund	94,783.06
Fire Fund	<u>11,550.00</u>

Total Bills & Transfers for Approval      \$ 151,686.88

The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried.

c. Permission to Obtain Bids for Stone

The Chairman asked the Board to consider a motion granting permission to advertise for sealed bids for the various stone to be used during 2024. The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried.

d. Permission to Obtain Bids for Contracted Tar & Chip Application

The Chairman asked the Board to consider a motion granting permission to advertise for sealed bids for tar and chipping of select township roadways during 2024. Bidders will be required to provide all of the stone, oil, labor and equipment necessary to perform the work pursuant to the township's specifications. The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.

3. Township Supervisors

a. Ordinances, Resolutions

1. Resolution #1-2024 - Designation of Banking Institution

The Chairman asked the Board to consider a motion to adopt the following resolution (#1-2024):

BE IT RESOLVED that the First National Bank of Pennsylvania be designated as the depository of township funds during calendar year 2024, pursuant to Section 708 of the Township Code, subject to bonding and insurance requirements.

The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried.

2. Establishment of 2024 Park Pavilion Fees

The Chairman asked the Board to consider a motion to establish the 2024 usage fees for the pavilion rental at Washington Township Park (no change from prior year) as follows:

Full day (11am – 9pm)	\$100.00
Afternoon day (11am – 5pm)	70.00
Evening (6pm – 9pm)	40.00

The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.

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### b. Agreements, Contracts, Permits

#### 1. Payment of Medicare and Supplemental Insurance Premiums

The township Secretary has requested the Supervisors continue in 2024, the previously approved payment for her Medicare and Supplemental Insurance premiums in lieu of paying her premiums for coverage under the township's UPMC health insurance plan, to which she is entitled by her employment agreement. This results in a substantial savings to the township of several thousand dollars per year.

The Chairman asked the Board to consider a motion to approve the payment by the township for the Medicare and Supplemental Insurance premiums for the Township Secretary, in the amount of \$426.27 per month, in lieu of paying her health insurance premiums charged by the township's health insurance program (UPMC) for which she would be entitled, resulting in an annual savings to the township of several thousand dollars. The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried.

### IV. New Business

Southwestern PA Water Authority has been contacted regarding future waterline projects on Hemlock Road and a joint project with Amwell Township on West Dividing Ridge Road. The current Waterdam Road waterline project should be finished by mid-January.

### V. Information & Announcements

1. Review of Planning, Zoning & Park Board Members & Terms - see Minute Book file.
2. Upcoming Meetings
  - Supervisor's Regular Meeting, Tuesday, February 13, 2024, at 6:30 p.m.
  - Planning Board, Thursday, February 8, 2024 at 7:30 p.m.
  - Zoning Hearing Board and Park Board meets as needed.

### VI. Public Comment/Questions: There were not public comments or questions.

### VII. Adjournment

The meeting was adjourned at 7:03 p.m. on a motion by Charles Hickman, seconded by Troy Smith, with all voting 'aye'.

s/Walter S. Stout \_\_\_\_\_ Chairman

s/P. Diane Headlee \_\_\_\_\_ Secretary/Treasurer