

**WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS**

112 Municipal Lane  
Prosperity, PA 15329  
January 9, 2018

**MEETING AGENDA**

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Requests to Address the Board/Public Comment
- V. Correspondence and Reports
  1. Received Correspondence
    - Received notice that the Special Election to fill the seat held by former U.S. Rep. Tim Murphy will be held on Tuesday, March 13, 2018 (our regular meeting date).
    - PSATS Annual Educational Conference & Exhibit Show, April 22-25 in Hershey, PA
  2. Planning Board did not meet as there were no items needing action.
  3. Zoning Hearing Board – no meeting
  4. Park Board
    - Received an unrestricted contribution of \$1,300 from a generous township resident for use at the park.
  5. Roadmaster's Report
  6. Solicitor's Remarks
  7. EQT Report
- VI. Discussion & Action Items
  - A. Routine
    1. Approval of Agenda with/without Addendum
    2. Approval of Minutes – December 12, 2017 regular meeting
    3. Approval of Treasurer's Report

## Agenda

- Treasurer's Report for bank statements ending December 29, 2017:

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>Impact Fee</u>
Beginning Balance	\$233,492.98	\$ 28,481.69	\$18,699.13	\$ 1,211,081.73
Revenues	15,936.35	7.66	130.52	201.27
Deposit in transit	25,000.00	0	0	0
Expenditures	<u>20,033.87</u>	<u>1,024.00</u>	<u>4.58</u>	<u>32,152.75</u>
Ending Balance	\$254,395.46	\$ 27,465.35	\$18,825.07	\$ 1,179,130.25

### Recommended Action

Consider a motion to approve the Treasurer's report and direct that it be filed for audit.

## B. Specific

### 1. Personnel

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

##### 1. Resignations/Appointments

##### a. Planning Board – Resignation

### Recommended Action

Consider a motion to accept the resignation of Mark (Sam) McCullough from the Township Planning Board, effective immediately. Sam's term was to expire December 18, 2018.

##### b. Planning Board – Appointment to Unexpired Term

### Recommended Action

Consider a motion to appoint Correan Stewart to the Washington Township Planning Board to fill the unexpired term of Sam McCullough through December 31, 2018.

##### c. Planning Board Re-appointments

### Recommended Action

Consider a motion to re-appoint residents Debra Harris and Brett Stewart to the Washington Township Planning Board for additional four (4) year terms respectively, expiring on December 31, 2021. Each has expressed an interest to continue.

## Agenda

d. Brian Schoen - Zoning Hearing Board Term Renewal

Recommended Action

Consider a motion to re-appoint resident Brian Schoen to the Washington Township Zoning Hearing Board for an additional 5-year term, expiring on December 31, 2022.

e. Kenneth Headlee - Vacancy Board Term Renewal

Recommended Action

Consider a motion that Kenneth Headlee be re-appointed to the Vacancy Board for a 1-year term, expiring on December 31, 2018.

f. Dennis Makel, Solicitor

Recommended Action

Consider a motion to name Dennis Makel, Esquire as Township Solicitor for the calendar year 2018, at the contracted hourly rate of \$110.00 plus expenses, and \$200 per meeting attended (no change from 2017).

g. Tim Neal, Sewage Enforcement Officer

Recommended Action

Consider a motion to name Tim Neal as the Township Sewage Enforcement Officer (SEO) for the calendar year 2018, at the same contracted rate as in 2017.

h. K-2 Engineering, Inc. Zoning Official

Recommended Action

Consider a motion to name K-2 Engineering, Inc. as the Township Zoning Officer for the calendar year 2018, at the contracted rate of \$50.00 per hour.

i. K-2 Engineering, Inc. - UCC Inspection Services

Recommended Action

Consider a motion appointing K-2 Engineering, Inc. to provide the inspection services required under the Uniform Construction Code (UCC) in the township for calendar year 2018. Fees charged pursuant to the attached Schedule.

## Agenda

### j. Mackin Engineering Co., Planning

#### Recommended Action

Consider a motion appointing Mackin Engineering Co., as the Township Engineer, acting as the planning consultant to the Supervisors and Planning Board.

### b. Township Employees

#### 1. Resignations/Retirements/Furloughs

##### a. Ronald Earley – Employment Furlough

#### Recommended Action

Consider a motion to issue a Notice of Employment Furlough to Ronald Earley, effective on January 5, 2018, with Health insurance coverage continuing through March 31, 2018 (unless obtained elsewhere prior to that date), and a six (6) month period of recall from furlough. It is further recommended that the motion include an hourly rate of \$17.75 for Mr. Earley for the time worked during the pay period that includes Jan. 1 through Jan. 5, 2018 and for any earned paid vacation days.

#### 2. Appointments

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

#### Recommended Action

Consider a motion to retain William (Bill) Main as a full-time Township Maintenance employee for calendar year 2018, at an hourly rate of \$17.75, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2016-1.

##### b. Jason Rosa, Full-time Maintenance Employee

#### Recommended Action

Consider a motion to retain Jason Rosa as a full-time Township Maintenance employee for calendar year 2018, at an hourly rate of \$17.75, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2016-1.



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### c. Appointment of Roadmaster

#### Recommended Action

Consider a motion to name William (Bill) Main as the Roadmaster for the 2018 calendar year, at an additional hourly rate of \$2.00.

## 2. Business Operations

### a. Bills for Approval for All Funds

#### Recommended Action

Consider approval of the payment of the monthly bills as listed on the attached, from the following accounts:

General Fund	\$ 8,699.57
Liquid Fuels Fund	211.47
Machinery Fund	0.00
Impact Fee Fund	32,152.75
Fire Fund	<u>12,350.00</u>
Total Bills	\$ 53,413.79

### b. Permission to Obtain Bids for Oil & Stone

#### Recommended Action

Consider a motion granting permission to advertise for sealed bids for the oil and stone required for tar and chipping of select township roadways during 2018.

### c. Permission to Obtain Bids for Contracted Tar & Chip Application

#### Recommended Action

Consider a motion granting permission to advertise for sealed bids for Contracted Labor and Equipment to be used for the tar and chipping of select township roadways during 2018.

## 3. Operations, Buildings, Grounds & Highways

## 4. Township Supervisors

### a. Agreements & Permits

#### 1. Bond Release for Heavy Hauling Agreement – EQM Gathering Opco LLC.

## Agenda

### Recommended Action

Consider a motion to approve the release of the Maintenance Performance Bond obtained by EQM Gathering Opco, LLC, and the subsequent cancellation of the Heavy Hauling Agreements dated March 14, 2017 for Craig's Run Road, Castile Ridge Road, and May 9, 2017 for Fisher Hollow Road and East Dividing Ridge Road. EQM has completed the involved construction activities and has repaired the roadways to the township's requirements.

#### 2. Architecture/Engineering Services Contract Proposal

With the grant award from DCNR for the renovation of the rest room building at the park to bring it into compliance with the Americans With Disabilities Act (ADA), a proposal was requested from Kulak Design Associates, LLC, the architectural firm that assisted the township with the grant proposal, for the design, contract documents, bidding and construction administration phases of the project, and also from K-2 Engineering, Inc. The proposal received from K-2 was incomplete, as it did not include a charge for the Bidding Phase or the Construction Administration Phase of the project, where Kulak's did, as follows:

### Recommended Action

Consider a motion to approve the proposed agreement, pending final review by the Solicitor, between the Township and Kulak Design Associates, LLC, to provide architectural and engineering services to the township for the upcoming park rest room and site improvement project, including the following Scope of Services and charge for each phase:

Schematic Design:	an hourly basis fee not to exceed \$1,300
Contract Documents:	an hourly basis fee not to exceed \$4,700
Bidding Phase:	an hourly basis fee not to exceed \$1,600
Construction Admin:	an hourly basis fee not to exceed <u>\$2,800</u>

Total Professional Fee, Not to Exceed	\$10,400
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#### b. Ordinances, Resolutions & Policies

##### 1. Establishment of Schedule of Fees

### Recommended Action

Consider a motion to adopt the following Resolution (#1-2018):

BE IT RESOLVED that pursuant to applicable law, the Township Supervisors hereby establishes a Schedule of Fees for permits for Zoning, Subdivision and Land Development,

## Agenda

Heavy Hauling, Highway Occupancy (Encroachment, Boring & Cutting), and Utility Crossing, effective January 1, 2018. The Schedule of Fees is attached.

### 2. Designation of Banking Institution

#### Recommended Action

Consider a motion to adopt the following resolution (#2-2018):

BE IT RESOLVED that the First National Bank of Pennsylvania be designated as the depository of township funds during calendar year 2018, pursuant to Section 708 of the Township Code, subject to bonding and insurance requirements.

### 3. Enactment of Ordinance #1 of 2018 – Returned Check and Tax Certification by Tax Collector

The township tax collector has requested that the Supervisors consider adopting an Ordinance establishing a service fee for the preparation of written certifications as to the payment status of real estate taxes as required by certain realty transactions. To date, the tax collector has been performing this act as a complimentary service, but with the increased real estate activity, it has become quite time consuming. Further, the township does not currently have an ordinance permitting the township to recover bank charges when a check is returned unpaid by the bank.

#### Recommended Action

Consider a motion to approve the following Ordinance (#1-2018):

An Ordinance of Washington Township, Greene County, Pennsylvania, establishing fees for returned check charges; and, establishing service charge fees for tax collector written certifications as to the payment status of real estate taxes for township lands (full Ordinance attached).

### 4. Establishment of 2018 Park Fees

#### Recommended Action

Consider a motion to establish the 2018 usage fees for the Washington Township Park as follows (no change):

Full day (11am – 9pm)	\$90.00
Afternoon day (11am – 5pm)	60.00
Evening (6pm – 9pm)	30.00

## Agenda

### 5. March Meeting Change of Date

#### Recommended Action

Consider a motion to change the date of the March, 2018 regular Supervisor's meeting from Tuesday March 13, to Wednesday, March 14, due to the scheduling of the Special Election to fill the unexpired U.S. Representative seat formerly held by Tim Murphy.

### VII. New Business

- Discussion regarding water service line to Waynesburg Lakes residential area

### VIII. Information & Announcements

- A. Review of Planning, Zoning & Park Board Members & Terms - see Attachment

### IX. Public Comment/Questions

### X. Adjournment