

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
January 9, 2018

MINUTES

Walter Stout, Chairman, called the meeting to order at 7:00 PM followed by the Pledge of Allegiance.

In attendance were Supervisors Walter Stout, Troy Smith, Charles Hickman; Secretary Diane Headlee. Also in attendance were several interested township residents.

I. Requests to Address the Board/Public Comment

1. There were no requests to address the Board.

II. 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. The Park Board will be meeting soon to discuss how they will use the money.

5. Roadmaster's Report

- Charles Hickman gave the Road Master's report as he is now working with the road crew and sees first-hand what they are doing. The road crew cleaned ditch on Craynes Run Road; did berm work on Morris Road, removed tree limbs from several roadways after high winds; prepped trucks for winter road maintenance.

6. Solicitor's Remarks – No report.

7. EQT Report

- Casey Durdines was in attendance for EQT and reported that the rig on the Harris pad is ready to move offsite. They will begin fracking on the Harris Pad the last week of January through the end of February.

III. Discussion & Action Items

A. Routine

1. A motion to approval of Agenda without an Addendum was made by Troy Smith and seconded by Walt Stout. Motion carried.
2. A motion to approval of the Minutes of the December 12, 2017 regular meeting was made by Charles Hickman and seconded by Troy Smith. Motion carried
3. Approval of Treasurer's Report
 - 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

The Chairman asked the board to consider a motion to approve the Treasurer's report and direct that it be filed for audit. A motion was made by Charles Hickman , seconded by Walt Stout. Motion carried.

B. Specific

1. Personnel
 - a. Elected Office, Boards & Contracted Personnel

1. Resignations/Appointments

- a. Planning Board – Resignation

The Chairman asked the board to 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 31, 2018. The motion was made by Troy Smith and a second made by Charles Hickman. Motion carried.

- b. Planning Board – Appointment to Unexpired Term

The Chairman asked the board to 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. The motion was made by Troy Smith and a second made by Walt Stout. Motion carried.

- c. Planning Board Re-appointments

The Chairman asked the board to 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. The motion was made by Charles Hickman and a second made by Troy Smith. Motion carried.

d. Brian Schoen - Zoning Hearing Board Term Renewal

The Chairman asked the board to 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. The motion was made by Troy Smith and a second made by Walt Stout. Motion carried.

e. 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, 2018. The motion was made by Charles Hickman and a second made by Troy Smith. Motion carried.

f. Dennis Makel, Solicitor

The Chairman asked the board to 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). The motion was made by Troy Smith and a second made by Walt Stout. Motion carried.

g. Tim Neal, Sewage Enforcement Officer

The Chairman asked the board to 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. The motion was made by Charles Hickman and a second made by Troy Smith. Motion carried.

h. K-2 Engineering, Inc, Zoning Official

The Chairman asked the board to 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. The motion was made by Troy Smith and a second made by Charles Hickman. Motion carried.

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

The Chairman asked the board to 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 (See Minute Book file). The fees are charged to the property owner. The motion was made by Troy Smith and a second made by Walt Stout. Motion carried.

j. Mackin Engineering Co., Planning

The Chairman asked the board to consider a motion appointing Mackin Engineering Co., as the Township Engineer, acting as the planning consultant to the Supervisors and Planning Board. The motion was made by Charles Hickman and a second made by Troy Smith. Motion carried.

b. Township Employees

1. Resignations/Retirements/Furloughs

a. Ronald Earley – Employment Furlough

The Chairman asked the board to 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. The motion was made by Charles Hickman and a second made by Troy Smith. Motion carried.

2. 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 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. The motion was made by Charles Hickman and a second made by Walt Stout. 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 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. The motion was made by Charles Hickman and a second made by Troy Smith. Motion carried.

c. Appointment of Roadmaster

The Chairman asked the board to consider a motion to name William (Bill) Main as the Roadmaster for the 2018 calendar year, at an additional hourly rate of \$2.00. The motion was made by Troy Smith and a second made by Walt Stout. Motion carried.

2. Business Operations

a. Bills for Approval for All Funds

The Chairman asked the board to consider approval of the payment of the monthly bills as listed on the attached (see Minute Book file), 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

The motion was made by Troy Smith and a second made by Charles Hickman. Motion carried.

b. Permission to Obtain Bids for Oil & Stone

The Chairman asked the board to 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. The motion was made by Troy Smith and a second made by Walt Stout. Motion carried.

c. 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

Contracted Labor and Equipment to be used for the tar and chipping of select township roadways during 2018. Walt Stout added that we had a very good experience last year with Suit-Kote. The motion was made by Troy Smith and a second made by Charles Hickman. Motion carried.

3. Operations, Buildings, Grounds & Highways

4. Township Supervisors

a. Agreements & Permits

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

The Chairman asked the board to 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. The motion was made by Troy Smith and a second made by Walt Stout. Motion carried.

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:

The Chairman asked the board to 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 \$2,800

Total Professional Fee, Not to Exceed \$10,400

Mr. Stout noted that approximately 50% of the cost of professional fees is built into the grant.. We will be meeting at the park on Friday, December 15, 2017 with Mr. Kulak.

The motion was made by Troy Smith and a second made by Charles Hickman. Motion carried.

b. Ordinances, Resolutions & Policies

1. Establishment of Schedule of Fees

The Chairman asked the board to 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, Heavy Hauling, Highway Occupancy (Encroachment, Boring & Cutting), and Utility Crossing, effective January 1, 2018. The Schedule of Fees is attached. (See Minute Book file).

The motion was made by Troy Smith and a second made by Charles Hickman. Motion carried.

2. Designation of Banking Institution

The Chairman asked the board to 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.

The motion was made by Troy Smith and a second made by Walt Stout. Motion carried.

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.

The Chairman asked the board to 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 (See Minute Book file for full Ordinance).

The motion was made by Charles Hickman and a second made by Troy Smith. Motion carried.

4. Establishment of 2018 Park Fees

The Chairman asked the board to 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

The motion was made by Charles Hickman and a second made by Walt Stout. Motion carried.

5. March Meeting Change of Date

The Chairman asked the board to 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. The motion was made by Troy Smith and a second made by Walt Stout. Motion carried.

IV. New Business

A lengthy discussion ensued regarding the need for public water in the Waynesburg Lakes area, as suggested not only in the township's new Comprehensive Plan, but as brought up by several residents of the area at the Public Comment hearing held as a part of the Comprehensive Plan adoption process. Mr. Stout felt that the Supervisors should, as a way of showing our support of the contents and suggestions made in the Comprehensive Plan, examine various funding sources to accomplish the installation of an 8-inch water line from the existing 12" water line on Route 19 up Constance Road and continuing along Shamrock Road for a distance that would serve the current and future households located along those roadways. Mr. Smith and Mr. Hickman agreed, stating that the project could possibly be done as a joint project with the water authority. A motion was made by Walt Stout, seconded by Troy Smith to pursue all options available, including contacting the County Commissioners and the Southwestern PA Water Authority

for assistance, in an attempt to install an 8" water line to serve the current and future households living along Constance and Shamrock Roads in the Waynesburg Lakes area. Motion carried.

V. Information & Announcements

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

VI. Public Comment/Questions

VII. Adjournment

There being no further business, on a motion by Troy Smith, seconded by Charles Hickman with all voting 'aye', the meeting was adjourned at 7:40 PM.

_____ Chairman

_____ Secretary/Treasurer