

**WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS**

112 Municipal Lane  
Prosperity, PA 15329  
January 12, 2021

**MINUTES**

Walter Stout, Chairman, called the meeting to order at 7:00 PM.

In attendance were Supervisors Walter Stout, Charles Hickman and Troy Smith, Secretary Diane Headlee and township residents Debbie Stephenson and Jason Rosa.

**I. Requests to Address the Board/Public Comment**

Debbie Stephenson asked how our fire fund money is distributed and why is there not a percentage retained. Walter Stout answered that we have always paid 79% to Waynesburg-Franklin VFD and 21% to Amwell VFD. There is no need to retain money that is designated for the fire departments. The only money that is not transferred to the fire companies at the end of the year is the \$50 per month for the tax collector's wages. Mr. Stout indicated that he will check the ordinances and resolutions to ensure the proper procedure being utilized.

Debbie Stephenson also asked why all the supervisors are not in photos taken when there are monetary or other items donated. Mr. Stout said that it is not intentional; usually the other supervisors are working and not readily available, as was the recent case when EQT made a donation to the township park. Mr. Smith and Mr. Hickman concurred.

**II. Correspondence and Reports**

1. Received Correspondence:
  - We continue to receive notifications from Consol Pennsylvania Coal Company regarding permit renewals and other pertinent information of their intent to conduct underground mining in the northwestern area of Washington Township during the next five years.
2. Planning Board:
  - There were no items for discussion or needing action so the January 7th meeting was cancelled.
3. Zoning Board:
  - No meeting.
4. Park Board:
  - No meeting
5. Roadmaster's Report:
  - The road crew continued to assist the Southwestern PA Water Authority with the installation of the waterline on Garner Run. Mr. Hickman reported the waterline installation had been completed at the end of the workday today. Reclamation of the waterline will take place in the spring after the weather breaks.

## Minutes

- The road crew worked on winter road maintenance, including snow removal on several occasions, performed maintenance on the equipment, and removed trees and limbs from township roads as needed.
6. Solicitor's Remarks:
- Mr. Makel reported that his office is dealing with the COVID-19 virus.
  - We received an email from the solicitor advising the township of the cut to the Act 13 Impact Funds in 2022. He suggested the township be careful when planning for the use of Act 13 money.

7. EQT Report: None

### III. Discussion & Action Items

#### A. Routine

1. The Chairman asked the Board to for a motion to approve the Agenda without an Addendum. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.
2. The Chairman asked the Board for a motion to approve the Minutes of the December 8, 2020 regular meeting, and the January 4, 2021 Re-organization meeting. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

#### B. Specific

##### 1. Personnel

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

##### 1. Resignations/Appointments

##### a. Planning Board Re-appointments

The Chairman asked the Board to consider a motion to re-appoint residents A. Brian Cole, Shirley Hall and Robert Romanosky to the Washington Township Planning Board for additional four (4) year terms respectively, expiring on December 31, 2024. Each has expressed an interest to continue. The motion was made by Troy Smith and seconded by Walter Stout. Motion carried.

##### b. Larry Hall - Zoning Hearing Board Term Renewal

The Chairman asked the Board to consider a motion to re-appoint Larry Hall to the Washington Township Zoning Hearing Board for an additional 5-year term, expiring on December 31, 2025. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

c. Park Board – Re-appointments

The Chairman asked the Board to consider a motion to re-appoint Debbie Stephenson and Shauna Tretinik to the Township Park Board, for additional five (5) year terms respectively, expiring on December 31, 2025. The motion was made by Troy Smith and seconded by Charles Hickman. Motion carried

d. 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, 2021. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

e. Dennis Makel, Solicitor

The Chairman asked the Board to consider a motion to name Dennis Makel, Esquire as Township Solicitor for the calendar year 2021, at the contracted hourly rate of \$115.00 plus expenses, and \$200 per meeting attended. These rates are unchanged from 2020. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

f. Tim Neal, Sewage Enforcement Officer

The Chairman asked the Board to consider a motion to re-appoint Tim Neal as the Township Sewage Enforcement Officer (SEO) for the calendar year 2021, at the same contracted rate as in 2020. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

g. 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 2021, at the contracted rate of \$80.00 per hour. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

h. K-2 Engineering, Inc. – BCO & UCC Inspection Services

The Chairman asked the Board to consider a motion to re-appoint K-2 Engineering, Inc. to provide the Building Codes Enforcement and inspection services required under the Uniform Construction Code (UCC) in the township for calendar year 2021. Fees charged pursuant to the submitted Schedule (see Minute Book File). The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

i. Rick Patton – Emergency Management Coordinator

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

Management Coordinator for calendar year 2021, pursuant to the Pennsylvania Emergency Management Services Code. The motion was made by Charles Hickman and seconded by Walter Stout. 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. The motion was made by Troy Smith and seconded by Charles Hickman

b. Township Employees

Mr. Stout asked that the following recommendation be considered prior to the appointment of employees.

1. Employment Working Conditions & Benefits Policy #2021-1

The Chairman asked the Board to consider a motion to approve the Policy #2021-1 which outlines the Working Conditions & Benefits for township employees, with an effective date of January 1, 2021. (See Minute Book file for full copy). The motion was made by Troy Smith and seconded by Walter Stout. 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 2021, at an hourly rate of \$19.25, (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 Walter 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 2021, at an hourly rate of \$19.25, (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. Motion carried.

c. 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 2021 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. Charles Hickman abstained from voting on the motion. Motion carried.

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2. Business Operations

a. Approval of Treasurer's Report for period ending December 31, 2020

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>
Beginning Balance	\$ 356,028.41	\$ 32,649.56	\$1,863.03
Revenues	38,159.24	4.16	303.88
Expenditures	<u>-21,386.97</u>	<u>-0.00</u>	<u>-1,750.09</u>
Ending Balance	\$ 372,800.68	\$ 32,653.72	\$ 416.82

	<u>Fire Fund</u>		<u>Impact Fee</u>
Beginning Balance	\$12,759.90	Beginning Balance	\$ 1,808,314.60
Revenues	159.39	Revenues - Interest	451.80
Expenditures	<u>-9,759.00</u>	Other	350.97
Ending Balance	\$ 3,160.29	Expenditures	<u>-61,011.27</u>
		Ending Balance	\$ 1,748,106.10

The Chairman asked the Board to consider a motion to approve the Treasurer's report for the period ending December 31, 2020 and direct that it be filed for audit. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

b. Bills & Transfers for Approval for All Funds

The Chairman asked the Board to consider a motion to approve the payment of the monthly bills and intra-fund transfers, as listed (see Minute Book file), from the following accounts:

General Fund	\$ 27,293.68
Liquid Fuels Fund	0.00
Machinery Fund	1,750.09
Impact Fund	52,309.48
Fire Fund	<u>12,150.00</u>
Total Bills & Transfers for Approval	\$ 93,503.25

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

c. 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 2021. The motion was made by Troy Smith and seconded by Charles Hickman. 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 Contracted Labor and Equipment to be used for the tar and chipping of select township roadways during 2021. The motion was made by Troy Smith and seconded by Charles Hickman. Motion carried.

3. Township Supervisors

a. Ordinances, Resolutions & Policies

1. Establishment of Schedule of Fees

The Chairman asked the Board to consider a motion to adopt the following Resolution (#1-2021):

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, 2021. See Minute Book file for copy.

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

2. Designation of Banking Institution

The Chairman asked the Board to consider a motion to adopt the following resolution (#2-2021):

BE IT RESOLVED that the First National Bank of Pennsylvania be designated as the depository of township funds during calendar year 2021, pursuant to Section 708 of the Township Code, subject to bonding and insurance requirements.

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

3. Establishment of 2021 Park Fees

The Chairman asked the Board to consider a motion to establish the 2021 usage fees for the Washington Township Park 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 Walter Stout. Motion carried.

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4. Payment of Medicare and Supplemental Insurance Premiums

The township Secretary has requested the Supervisors continue the previously approved payment for her and her spouse's Medicare and Supplemental Insurance premiums in lieu of paying their respective premiums for coverage under the township's UPMC health insurance plan, to which they are entitled by her employment agreement. This results in a substantial savings to the township of approximately \$21,000 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 and her spouse, in the amount of \$894.70 per month, in lieu of paying their health insurance premiums charged by the township's health insurance program (UPMC) for which they would be entitled, resulting in a \$21,000 annual savings to the township. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

IV. New Business

There was no new business.

VI. Information & Announcements

A. Review of Planning, Zoning & Park Board Members & Terms - see Minute Book file.

VII. Public Comment/Questions

There were no public comments.

VIII. Adjournment

There being no further business, the meeting was adjourned at 7:43 PM 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