

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
January 11, 2022

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:
 2. Planning Board:
 - Postponed the January 6th meeting due to the weather. They will meet on Thursday, January 13th to reorganize and take action on a proposed Lot Split between Leslie and Larry McCullough.
 3. Zoning Board: No meeting.
 4. Park Board: No meeting
 5. Roadmaster's Report
 6. Solicitor's Remarks
- VI. Discussion & Action Items
 - A. Routine
 1. Approval of Agenda with/without Addendum
 2. Approval of Minutes – December 14, 2021 regular meeting and the January 3, 2022 Re-organization meeting.
 - B. Specific
 1. Personnel
 - a. Elected Office, Appointed Boards & Contracted Personnel
 1. Resignations/Appointments
 - a. Planning Board Re-appointments

Recommended Action

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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, 2025. Each has expressed an interest to continue.

b. Park Board – Re-appointments

Recommended Action

Consider a motion to re-appoint Sarah Eddy and Jody Craig to the Township Park Board, for additional five (5) year terms respectively, expiring on December 31, 2026.

c. 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, 2022.

d. Dennis Makel, Solicitor

Recommended Action

Consider a motion to name Dennis Makel, Esquire as Township Solicitor for the calendar year 2022, at the contracted hourly rate of \$120.00 plus expenses, and \$200 per meeting attended.

e. Tim Neil, Sewage Enforcement Officer

Recommended Action

Consider a motion to re-appoint Tim Neil as the Township Sewage Enforcement Officer (SEO) for the calendar year 2022. His contracted rates are attached. It is further recommended that Brian Sokol be named as the alternate SEO for 2022 as well.

f. 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 2022, at the contracted rate of \$80.00 per hour.

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

Recommended Action

Agenda

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 2022. Fees charged pursuant to the attached Schedule.

h. Richard Patton – Emergency Management Coordinator

Recommended Action

Consider a motion for Richard (Rick) Patton to continue serving as the township's Emergency Management Coordinator for calendar year 2022, pursuant to the Pennsylvania Emergency Management Services Code.

i. Mackin Engineering Co., Planning

Recommended Action

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 charged pursuant to the attached Schedule.

b. Township Employees

1. Resignations/Retirements/Furloughs

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 2022, at an hourly rate of \$19.75, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2021-1.

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 2022, at an hourly rate of \$19.75, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2021-1.

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c. Gary Bennett, Full-time Maintenance Employee

Recommended Action

Pursuant to the discussions held at the November 24th, 2021 Budget meeting, consider a motion to employ Gary Bennett as a full-time Township Maintenance employee effective on January 18, 2022, for a 90-day probationary period, at an hourly rate of \$18.50. Upon the successful completion of said probationary period, he will be paid an hourly rate of \$19.00 for the remainder of the 2022 calendar year and shall be eligible for those employee benefits granted to full-time employees by policy #2021-1.

d. Appointment of Roadmaster and Assistant Roadmaster

Recommended Action

Consider a motion to name Charles Hickman as the Roadmaster and William (Bill) Main as the Assistant Roadmaster, for the 2022 calendar year, at an additional hourly rate of \$1.50 per hour respectively.

2. Business Operations

a. Approval of Treasurer's Report for period ending December 31, 2021

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>ARPA</u>
Beginning Balance	\$ 306,749.31	\$ 45,259.11	\$ 9,390.22	\$ 52,352.18
Revenues	49,254.52	4.10	726.68	5.78
Expenditures	<u>-27,412.72</u>	<u>-4,590.46</u>	<u>-100.00</u>	<u>-0.00</u>
Ending Balance	\$ 328,591.11	\$ 40,672.75	\$ 10,016.90	\$ 52,357.96

	<u>Fire Fund</u>	<u>Impact Fee</u>
Beginning Balance	\$ 12,217.60	Beginning Balance \$ 1,859,995.42
Revenues	378.53	Revenues - Interest 203.70
Expenditures	<u>-50.00</u>	Other 0.00
Ending Balance	\$ 12,546.13	Expenditures <u>-37,983.36</u>
		Ending Balance \$ 1,822,164.87

Recommended Action

Consider a motion to approve the Treasurer's report for the period ending December 31, 2021 and direct that it be filed for audit.

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b. Bills & Transfers for Approval for All Funds

Recommended Action

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	\$ 24,490.80
Liquid Fuels Fund	2,590.46
Machinery Fund	100.00
Impact Fund	37,998.96
Fire Fund	<u>11,950.00</u>
Total Bills & Transfers for Approval	\$ 77,130.22

c. 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 2022.

d. 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 2022.

3. Operations, Buildings, Grounds & Highways

a. Establishment of 2022 Park Fees

Recommended Action

Consider a motion to establish the 2022 usage fees for the 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

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4. Township Supervisors

a. Ordinances, Resolutions

1. Acknowledgement of Receipt of Required Documents - Mitchelltree Bros.

Recommended Action

Consider a motion acknowledging receipt of the following documents from Mitchelltree Brothers of Pulaski, PA. as required by Timbering Ordinance #1-2021:

- a. Erosion & Sediment Plan
- b. Heavy Hauling Agreement
- c. Encroachment Permit Application
- d. \$3,000 Escrow payment

They will be logging on the Lemmon property and using Pisgah Ridge Road for access.

b. Agreements, Contracts, Permits

1. Heavy Hauling Agreement/Road Encroachment – Mitchelltree Brothers

Recommended Action

Consider a motion to approve an access road Encroachment Permit (\$50) and a one-year Heavy Hauling Agreement, with Mitchelltree Brothers for Pisgah Ridge Road (T-502), with an effective date of January 1, 2022 to December 31, 2022, for a fee of \$300.00 pursuant to the approved Schedule of Fees.

2. Road Occupancy Permit – Windstream Pennsylvania, LLC

Recommended Action

Consider a motion to grant a Highway Occupancy Permit to Windstream Pennsylvania, LLC for a Surface Opening in the Roadway Shoulder on Byard Road (T-514) for a distance of 842 feet, and a road bore of 64 feet near the intersection of Top Road and Byard Road for the installation of buried conduit to carry a new fiber optic cable, at a fee of \$929.90, pursuant to the approved Schedule of Fees.

3. Payment of Medicare and Supplemental Insurance Premiums

The township Secretary has requested the Supervisors continue the previously approved payment for she and her spouse's Medicare and Supplemental Insurance premiums in lieu of paying their respective premiums for coverage under the township's UPMC health

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insurance plan, to which they are entitled by her employment agreement. This results in a substantial savings to the township of several thousand dollars per year.

Recommended Action

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 \$769.24 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 an annual savings to the township of several thousand dollars.

c. Approval of Lot Split – McCullough to McCullough

Recommended Action

Contingent upon and pursuant to the favorable recommendation of the Washington Township Planning Board at a meeting to be held on January 13, 2022, having met the conditions and requirements of the Township Subdivision and Land Development Ordinance, and having received approval from the Zoning Officer and the Sewage Enforcement Officer, consider a motion to approve the lot split of 31.703 acres, being a part of the parcel of land identified as Tax ID #24-02-112, conveyed from Leslie L. and Alice M. McCullough to Larry F. and Nina J McCullough.

VII. New Business

VIII. Information & Announcements

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

IX. Public Comment/Questions

X. Adjournment