

**WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS**

112 Municipal Lane  
Prosperity, PA 15329  
January 11, 2022

**MEETING 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 Debra Stephenson and 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: None
2. Planning Board:
  - Postponed the January 6th meeting due to the weather. They will meet on Thursday, January 13<sup>th</sup> 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: The road crew continued removing trees and limbs from the township roads as needed. Removed a large dead tree from Top Road. They plowed and cindered the township roads. They continue to work in conjunction with SPWA employees on the Porter Street and Greene Valley waterline project, as the weather permits.
6. Solicitor's Remarks: Mr. Makel was not present. The complaint in the case of Washington Township v. Y& B Logging-Lumber Co. has been prepared, signed and is ready for filing in the Greene County Court of Common Pleas.

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 and seconded by Walter Stout. Motion carried.
2. The Chairman asked the Board for a motion to approve the December 15, 2021, regular meeting minutes with no additions or corrections noted. The motion was made by Troy Smith and seconded by Charles Hickman. 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 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. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

b. Park Board – Re-appointments

The Chairman asked the Board to 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. Each has expressed an interest to continue. The motion was made by Charles Hickman and seconded by Troy Smith. Walter Stout abstained, as Sarah is his daughter. Motion carried.

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, 2022. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

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 2022, at the contracted hourly rate of \$120.00 plus expenses, and \$200 per meeting attended. The motion was made by Charles Hickman and seconded by Troy Smith. 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 2022. His contracted rates are in the Minute Book file. It is further recommended that Brian Sokol be named as the alternate SEO for 2022 as well. The motion was made by Walter Stout and seconded by Troy Smith. Motion carried.

f. 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 2022, at the contracted rate of \$80.00 per hour. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

g. 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 township with Building Codes enforcement and inspection services required under the Uniform Construction Code (UCC) for calendar year 2022. Fees charged pursuant to the fee schedule in the Minute Book file. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

h. 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 Emergency Management Coordinator for calendar year 2022, pursuant to the Pennsylvania Emergency Management Services Code. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

i. 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 charged pursuant the fee schedule in the Minute Book file. The motion was made by Charles Hickman and seconded by Walter Stout. 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 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. The motion was made by Charles Hickman and seconded by Troy Smith. 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 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. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

c. Gary Bennett, Full-time Maintenance Employee

Pursuant to the discussions held at the November 24th, 2021 Budget meeting, the Chairman asked the Board to 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. The motion was made by Troy Smith and seconded by Walter Stout. 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 2022 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. Motion carried.

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

The Chairman asked the Board to consider a motion to approve the Treasurer's report for the period ending December 31, 2021, and direct that it be filed for audit. The motion was made by Charles Hickman and seconded by Troy Smith. 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, payroll and intra-fund transfers, as listed (see Minute Book file), 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

The motion was made by Troy Smith and seconded by Charles Hickman. 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 stone required for tar and chipping of select township roadways during 2022. The motion was made by Charles Hickman and seconded by Troy Smith. 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 the Contracted Labor and Equipment, including E-3 oil, to be used for the tar and chipping of select township roadways during 2022. The motion was made by Troy Smith and seconded by Charles Hickman. Motion carried.

3. Operations, Buildings, Grounds & Highways

a. Establishment of 2022 Park Fees

The Chairman asked the Board to 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

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

4. Township Supervisors

a. Ordinances, Resolutions

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

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 (held to pay for road repairs)

They will be logging on the Lemmon property and using Pisgah Ridge Road for access. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

b. Agreements, Contracts, Permits

1. Heavy Hauling Agreement/Road Encroachment – Mitchelltree Brothers

The Chairman asked the Board to 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. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

2. Road Occupancy Permit – Windstream Pennsylvania, LLC

The Chairman asked the Board to 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. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

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 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.

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

c. Approval of Lot Split – McCullough to McCullough

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, the Chairman asked the Board to 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. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

IV. New Business

There were no items of new business brought forward.

V. Information & Announcements

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

B. Upcoming Meetings:

- Planning Board Meeting – Thursday, February 3, 2022, at 7:30PM
- Supervisors Board Meeting – Tuesday, February 8, 2022, at 6:30PM

VI. Public Comment/Questions – none further.

VII. Adjournment

There being no further business, the meeting adjourned at 7:06 p.m. on a motion by Charles Hickman, seconded by Troy Smith, with all voting 'aye'.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Secretary/Treasurer