

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
December 10, 2019

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 the 2020 Certified Summary Tax Assessment roll from the County Assessment Office showing a total taxable assessment of \$53,196,725 in the township. This is a slight increase of \$285,000 in tax assessment from 2019, mainly due to changes in assessment status of coal owned by Consol, PA. The change equates to an increase in tax revenue of approximately \$1,050.
 - Received notification from PennDOT that a recent review found the township's Liquid Fuels Tax Fund in compliance with established rules and regulations and that no areas of concern were noted during the recently conducted monitoring review.
 2. Planning Board:
 - There were no items for discussion or needing action so the December 5th meeting was cancelled.
 3. Zoning Board:
 - No meeting.
 4. Park Board:
 - No meeting
 5. Roadmaster's Report
 6. Solicitor's Remarks
 7. EQT Report

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VI. Discussion & Action Items

A. Routine

1. Approval of Agenda with/without Addendum
2. Approval of Minutes – November 12, 2019 regular meeting.

B. Specific

1. Personnel
2. Business Operations
 - a. Approval of Treasurer's Report

- Bank Statements ending on November 30, 2019:

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>DCNR</u>
Beginning Balance	\$ 406,860.45	\$ 32,869.19	\$ 18,110.55	\$ 44,793.40
Revenues	37,847.19	15.41	58.05	18.95
Expenditures	<u>42,264.52</u>	<u>1,586.90</u>	<u>1,588.71</u>	<u>16,236.00</u>
Ending Balance	\$ 402,443.12	\$ 31,297.70	\$ 16,579.89	\$ 28,576.35

Impact Fee

Beginning Balance	\$ 1, 793,349.41
Revenues	970.19
Expenditures	<u>32,432.60</u>
Ending Balance	\$ 1,761,887.00
Certificate of Deposit	<u>-1,200,000.00</u>
Cash Available	\$ 561,887.00

Recommended Action

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

- b. Bills for Approval for All Funds

Recommended Action

Consider a motion to approve the payment of the monthly bills as listed on the attached, from the following accounts:

General Fund	\$ 27,468.13
Liquid Fuels Fund	1,586.90

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Machinery Fund	1,588.71
Impact Fund	31,166.62
Other Funds (DCNR)	<u>16,236.00</u>

Total Bills for Approval	\$ 78,046.36
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c. Application For Payment – Swede Construction Corp. (GC) – App. #3

Recommended Action

Consider a motion to approve Application for Payment #3, received from Swede Construction Corp, the General Contractor on the Park Rehabilitation project, in the amount of \$30,874.50. The application reflects an approximate contract completion of 100%, however, pursuant to the contract documents 10% (\$7,097.00) is being retained until the project architect, Ken Kulak has determined the General Contractor to be substantially complete. The payment will be funded as follows:

- | | |
|--|--------------|
| a. General Fund (Greene County/EQT contribution) | \$ 26,913.50 |
| b. Impact fee Fund | 3,961.00 |

d. Application For Payment – K. Turner Electrician Services (EC) – App. #1

Recommended Action

Consider a motion to approve Application for Payment #1-Final, received from Ken Turner the Electrical Contractor on the Park Rehabilitation project, in the amount of \$6,840.00. The application reflects a contract completion of 100%, and the project architect, Ken Kulak has determined the Electrical Contractor is substantially complete. The payment will be funded as follows:

- | | |
|------------------------------------|-------------|
| a. General Fund (EQT contribution) | \$ 5,313.00 |
| b. DCNR Grant Fund | 1,527.00 |

e. Application For Payment – Cast & Baker Corp. – App. #1

Recommended Action

Consider a motion to approve Application for Payment #1, received from Cast and Baker Corp, the contractor on the Long Mile Road Landslide Repair Project, in the amount of \$188,027.50. The application reflects an approximate contract completion of 100%, however, pursuant to the contract documents 5% (\$9,225.00) is being retained until the project engineer,

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Mike Schumaker of CEC has determined the contractor to be substantially complete. This amount includes \$29,050 for the per ton specifications allowance for Lime usage, (\$415/ton). The payment will be 70% funded from the Multi-Modal Grant received from the Commonwealth Financing Authority with the remaining 30% match from the Impact Fee Fund.

- f. Acceptance of United Concordia Dental Insurance Renewal Rates – 2020

Recommended Action

Consider a motion to renew the 2020 employee dental insurance plan rates with United Concordia for the estimated monthly premium of \$338.75. This reflects a 2% increase in premium over 2019; however the rates had remained unchanged since 2017.

3. Operations, Buildings, Grounds & Highways

- a. Approval of Change Order – Long Mile Road Landslide Repair Project

Recommended Action

Consider a motion to approve a Change Order for the Long Mile Road Landslide Repair Project as submitted by the contractor, Cast and Baker Corporation, as follows:

C/O 01: Lump sum increase of \$3,500.00 to the contract to “Provide labor and equipment to remove and haul offsite, unforeseen garbage buried in the slip repair excavation area.”

4. Township Supervisors

- a. Adoption of Resolution #3 of 2019 - Transfer of Funds

Recommended Action

Consider motion to approve the following Resolution #3 of 2019);

BE IT RESOLVED that \$25,000 be transferred to the General Fund from the Impact Fee Fund pursuant to the 2019 General Fund Budget as adopted on December 11, 2018.

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b. Addition of Vision Insurance for Employees

Recommended Action

Pursuant to a request from the township's employees, consider a motion to provide, at no cost to the employee, Vision Care insurance for the Employee Only, through the UPMC Vision Care program beginning on January 1, 2020. The total annual cost to the township is \$373.80 which equates to \$6.23 per month, per each of the five employees. Employees have the option to include dependents in their coverage, however, at their own expense through a monthly payroll deduction.

c. Approval of 2020 Final Budgets

Recommended Action

Consider a motion to approve the 2020 Final Budgets, as attached, for the various township accounts, with minor changes to the proposed budgets which were approved at the budget workshop meeting on November 7, 2019.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General Fund	\$ 791,150	\$ 456,275
Machinery Fund	38,600	38,500
Fire Fund	12,800	12,700
Liquid Fuels Fund	173,725	148,500
DCNR Grant Fund	40,756	40,756

d. Adoption of Resolution #4 of 2019 – Tax Levies for 2020

Recommended Action

Consider a motion to adopt Resolution #4 of 2019 which establishes the tax rates for the General, Machinery and Fire Funds for the year of 2020. The tax rates for 2020 will remain the same as they were for 2019. In accordance with Sections 3205 and 3208 of the Second Class Township Code, the millage on each \$1,000 of assessed value, and the cents on each \$100 of assessed value are as follows:

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<u>Fund</u>	<u>Millage/\$1000</u>	<u>Cents/\$100</u>
General	2.91	29.10
Machinery	0.50	5.00
Fire	<u>0.26</u>	<u>2.60</u>
Total	3.67 mills	36.70 cents

VII. New Business

VIII. Information & Announcements

- EQT contractors will begin working on slip repairs on Fisher Hollow and Craig's Run Roads in the near future. Periodic total road closures may be necessary and will be announced at least 48 hours prior to the closing.
- Next meeting dates:
 - Supervisors Reorganization, Monday, January 6, 2020 at 7:00 pm
 - Township Auditors' Reorganization, Tuesday, January 7, 2020 at 7:00 pm
 - Supervisor's Regular Meeting, Tuesday, January 14, 2020 at 7:00 p.m.
 - Planning Board, Thursday, January 2, 2020 at 7:30 p.m. (if needed)
 - Zoning Hearing Board, as needed.
 - Park Board meets as needed.

IX. Public Comment/Questions

X. Adjournment