

**WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS**

112 Municipal Lane  
Prosperity, PA 15329  
January 10, 2023

**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:
    - The Board did not meet on January 5th due to the lack of any items needing attention or action.
  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 13, 2022 regular meeting and the January 3, 2023 Re-organization meeting.
  - B. Specific
    1. Personnel
      - a. Elected Office, Appointed Boards & Contracted Personnel
        1. Resignations/Appointments
          - a. Planning Board Re-appointments

## Agenda

### Recommended Action

Consider a motion to re-appoint residents Raymond Stockdale and Corraan Stewart to the Washington Township Planning Board for additional four (4) year terms respectively, expiring on December 31, 2026. Each has expressed an interest to continue.

#### b. Zoning Hearing Board Re-appointments

### Recommended Action

Consider a motion to re-appoint residents Bonnie Romanoski and Kevin McElheny to the Washington Township Zoning Hearing Board for additional five (5) year terms respectively, with Bonnie's expiring on December 31, 2026, and Kevin's on December 31, 2027. Each has expressed an interest to continue.

#### 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, 2023.

#### d. Dennis Makel, Solicitor

### Recommended Action

Consider a motion to name Dennis Makel, Esquire as Township Solicitor for the calendar year 2023, at the contracted hourly rate of \$125.00 (\$5 increase) 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 2023, with no change to his 2022 contracted rates. It is further recommended that Brian Sokol be named as the alternate SEO for 2023 as well.

#### e. Harshman CE Group LLC - Zoning Official

### Recommended Action

Consider a motion to name the Harshman CE Group, LLC of Washington, PA as the Township Zoning Officer for the calendar year 2023, at the contracted rate of \$63.00 per hour.

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f. Harshman CE Group, LLC – Codes Enforcement Official

Recommended Action

Consider a motion to name the Harshman CE Group, LLC of Washington, PA as the Township Codes Enforcement Officer for the calendar year 2023, at the contracted rate of \$52.00 per hour.

g. Harshman CE Group, LLC - UCC Inspection Services

Consider a motion to appoint Harshman CE Group LLC to provide the required Uniform Construction Code (UCC) inspection services for calendar year 2023. Fees charged pursuant to the attached Schedule. Note: K-2 Engineering will complete the required inspections of those projects for which they issued a Building permit.

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 2023, 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 are 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 2023, at an hourly rate of \$20.25, (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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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 2023, at an hourly rate of \$20.25, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2021-1.

c. Gary Bennett, Full-time Maintenance Employee

Recommended Action

Consider a motion to retain Gary Bennett as a full-time Township Maintenance employee for calendar year 2023, at an hourly rate of \$20.25, (a 1.25 cent per hour increase), and with benefits and working conditions 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 2023 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, 2022

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>ARPA</u>
Beginning Balance	\$ 294,230.86	\$ 142,223.12	\$ 19,116.59	\$ 57,833.65
Revenues	20,528.28	73.19	281.62	114.08
Expenditures	<u>- 36,028.20</u>	<u>- 78,350.00</u>	<u>- 1,951.32</u>	<u>- 0.00</u>
Ending Balance	\$ 278,730.94	\$ 63,946.31	\$ 17,446.89	\$ 57,947.73

  

	<u>Fire Fund</u>	<u>Impact Fee</u>	
Beginning Balance	\$ 12,032.73	Beginning Balance	\$ 2,093,351.79
Revenues	146.08	Revenues - Interest	1,736.06
Expenditures	<u>- 9,135.24</u>	Revenues - Other	0.00
Ending Balance	\$ 3,043.57	Expenditures	- 122,914.72
		Investment (CD)	<u>- 1,200,000.00</u>
		Ending Balance	\$ 772,173.13

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## Recommended Action

Consider a motion to approve the Treasurer's report for the period ending December 31, 2022 and direct that it be filed for audit.

### b. Bills & Transfers for Approval for All Funds – December, 2022

#### 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	\$ 38,283.66
Liquid Fuels Fund	78,350.00
Machinery Fund	1,951.32
Impact Fund	157,914.72
Fire Fund	<u>11,550.24</u>

Total Bills & Transfers for Approval      \$ 288,049.94

### c. Permission to Obtain Bids for Stone

#### Recommended Action

Consider a motion granting permission to advertise for sealed bids for the various stone to be used during 2023.

### d. Permission to Obtain Bids for Contracted Tar & Chip Application

#### Recommended Action

Consider a motion granting permission to advertise for sealed bids for tar and chipping of select township roadways during 2023. Bidders will be required to provide all of the stone, oil, labor and equipment necessary to perform the work pursuant to the township's specifications.

### 3. Operations, Buildings, Grounds & Highways

#### 4. Township Supervisors

##### a. Ordinances, Resolutions

##### 1. Resolution #1-2023 - Establishment of Schedule of Fees

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Recommended Action

Consider a motion to adopt the following Resolution (#1-2023):

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, 2023. The Schedule of Fees is attached.

2. Resolution #2-2023 - Designation of Banking Institution

Recommended Action

Consider a motion to adopt the following resolution (#2-2023):

BE IT RESOLVED that the First National Bank of Pennsylvania be designated as the depository of township funds during calendar year 2023, pursuant to Section 708 of the Township Code, subject to bonding and insurance requirements.

3. Establishment of 2023 Park Fees

Recommended Action

Consider a motion to establish the 2023 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

4. Authorization to Enter/Close Out Safe Deposit Box at First Federal

Recommended Action

It has been determined that the township has been paying for a Safety Deposit Box at First Federal in Waynesburg for a long period of time. Since no official has accessed the box since 2011, consider a motion to appoint Walter Stout and Diane Headlee as the required two township officials to enter the box, remove any items contained therein and close out the account at First Federal.

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### b. Agreements, Contracts, Permits

#### 1. Payment of Medicare and Supplemental Insurance Premiums

The township Secretary has requested the Supervisors continue in 2023, 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.

#### 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 \$810.10 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 over fifteen thousand dollars.

### VII. New Business

### VIII. Information & Announcements

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

2. Upcoming Meetings

- Supervisor's Regular Meeting, Tuesday, February 14, 2023
- Planning Board, Thursday, January 2, 2023 at 7:30 p.m.
- Zoning Hearing Board and Park Board meets as needed.

### IX. Public Comment/Questions

### X. Adjournment