

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
January 10, 2023

MEETING MINUTES

Walter Stout, Chairman, called the meeting to order at 6:30 PM.

In attendance were Supervisors Walter Stout, Charles Hickman and Troy Smith, Secretary Diane Headlee, residents Tom Ayres, Delmas Carpenter and township employee Jason Rosa.

I. Requests to Address the Board/Public Comment - None

II. Correspondence and Reports

1. Received Correspondence: There was no reported 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
 - During recent snow/ice storms, the road crew plowed and cindered the township roads. They also continue to clean ditches, fill potholes and remove trees and limbs as needed. They also performed maintenance on the township-owned equipment.
6. Solicitor's Remarks - The solicitor was not in attendance.

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 Troy Smith. All aye - motion carried.
2. The Chairman asked the Board for a motion to approve the December 13, 2022 regular meeting minutes and the January 3, 2023 re-organization meeting minutes. The motion was made by Charles Hickman to approve the minutes as read, with no additions or corrections, and seconded by Walter Stout. All aye - motion carried.

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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 Raymond Stockdale and Correan 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. The motion was made by Charles Hickman and seconded by Walter Stout. All aye - motion carried.

b. Zoning Hearing Board Re-appointments

The Chairman asked the Board to 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 term expiring on December 31, 2026, and Kevin's term on December 31, 2027. Each has expressed an interest to continue. The motion was made by Charles Hickman and seconded by Troy Smith. All aye - 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, 2023. The motion was made by Charles Hickman and seconded by Walter Stout. All aye - 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 2023, at the contracted hourly rate of \$125.00 (\$5 increase) plus expenses, and \$200 per meeting attended. Mr. Makel does not charge for phone calls. The motion was made by Troy Smith and seconded by Charles Hickman. All aye - 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 2023, with no change from his 2022 contracted rates. It is further recommended that Brian Sokol be named as the alternate SEO for 2023 as well. The motion was made by Charles Hickman and seconded by Walter Stout. All aye - motion carried.

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e. Harshman CE Group LLC - Zoning Official

The Chairman asked the Board to 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. This is half of the fee charged by K2 Engineering. The motion was made by Charles Hickman and seconded by Walter Stout. All aye - motion carried.

f. Harshman CE Group, LLC – Codes Enforcement Official

The Chairman asked the Board to 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. Again, this is half the fee charged by K2 Engineering. The motion was made by Charles Hickman and seconded by Walter Stout. All aye - motion carried.

g. Harshman CE Group, LLC - UCC Inspection Services

The Chairman asked the Board to 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 their provided Schedule (see Minute Book file). Note: K-2 Engineering will complete the required inspections of those projects for which they issued a Building permit. The motion was made by Troy Smith and seconded by Charles Hickman. All aye - 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 2023, pursuant to the Pennsylvania Emergency Management Services Code. The motion was made by Charles Hickman and seconded by Walter Stout. All aye - 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 to their provided Schedule (see Minute Book file). Mackin will also be working on the planning for the park grant. The motion was made by Charles Hickman and seconded by Walter Stout. All aye - motion carried.

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b. Township Employees

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 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. The motion was made by Charles Hickman and seconded by Troy Smith. All aye - 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 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. The motion was made by Troy Smith and seconded by Charles Hickman. All aye - motion carried.

c. Gary Bennett, Full-time Maintenance Employee

The Chairman asked the Board to 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, and with benefits and working conditions granted to full-time employees by policy #2021-1. Mr. Bennett's wage reflects a \$1.25 cent per hour increase bringing him in line with the hourly wage paid to the other employee., The motion was made by Charles Hickman and seconded by Troy Smith. All aye - 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 2023 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. All aye - motion carried. Charles Hickman abstained.

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>

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Ending Balance	\$ 278,730.94	\$ 63,946.31	\$ 17,446.89	\$ 57,947.73
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<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

The Chairman asked the Board to consider a motion to approve the Treasurer’s report for the period ending December 31, 2022 and direct that it be filed for audit. The motion was made by Charles Hickman and seconded by Walter Stout. All aye - motion carried. Tom Ayres asked if the township had any other investments to which Mr. Stout responded, No.

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

The Chairman asked the Board to 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

The motion was made by Charles Hickman and seconded by Walter Stout. All aye - 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 various stone to be used during 2023. The motion was made by Troy Smith and seconded by Charles Hickman. All aye - 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 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. The motion was made by Troy Smith and seconded by Charles Hickman. All aye - motion carried.

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3. Township Supervisors

a. Ordinances, Resolutions

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

The Chairman asked the Board to 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. See Resolutions Book for the Schedule of Fees.

The motion was made by Charles Hickman and seconded by Walter Stout. All aye - motion carried.

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

The Chairman asked the Board to 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.

The motion was made by Charles Hickman and seconded by Troy Smith. All aye - motion carried.

3. Establishment of 2023 Park Pavilion Fees

The Chairman asked the Board to consider a motion to establish the 2023 usage fees for the pavilion rental at 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 Troy Smith. All aye - motion carried.

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

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 even though no official has accessed the box since 2011. The Chairman asked the Board to consider a motion to appoint Walter

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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. The motion was made by Charles Hickman and seconded by Troy Smith. All aye - motion carried.

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.

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 \$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. The motion was made by Troy Smith and seconded by Walter Stout. All aye - motion carried.

IV. New Business

Regarding the turn-around on Peach Tree Lane, the Roadmasters recently talked with property owner Dan Baily and he is in agreement to do what is necessary to create the turn-around for use by the township.

V. Information & Announcements

1. Review of Planning, Zoning & Park Board Members & Terms - see Minute Book file
2. The township supervisors recently met with a Windstream representative to discuss the possibility of switching their customers who live along Waterdam Road to fiber so the existing buried (copper) line along the roadway could be removed, allowing for the placement of a new 8-inch water line in the same right-of-way. Windstream assured us they would attempt to make that happen in the coming months.
3. Upcoming Meetings
 - Supervisor's Regular Meeting, Tuesday, February 14, 2023 at 6:30 p.m.
 - Planning Board, Thursday, February 2, 2023 at 7:30 p.m.
 - Zoning Hearing Board and Park Board meets as needed.

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VI. Public Comment/Questions

VII. Adjournment

There being no further business, the meeting adjourned at 6:59 p.m. on a motion by Troy Smith, seconded by Charles Hickman, with all voting 'aye'.

s/Walter S. Stout Chairman

s. P. Diane Headlee Secretary/Treasurer