

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
March 7, 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, Larry and Stacy Steinhoff, Debbie Stephenson and township employee Jason Rosa.

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

II. Correspondence and Reports

1. Received Correspondence:

- The township Auditors have completed the Annual Audit and Financial Report for year ended December 31, 2022. The Board of Auditors gave their report at a public meeting held at 6:00 pm, Tuesday, March 7, 2023. The written report is available for review in the township office during regular business hours.
- On March 1st the township received its actual Liquid Fuels allocation for 2023, in the amount of \$130,622.23. The 2023 estimate received last September was \$128,042.04. The majority of our Liquid Fuels monies is used for winter maintenance supplies and tar and chipping of township roads.

2. Planning Board:

- The Board did not meet on March 2nd due to the lack of any items needing attention or action.

3. Zoning Hearing Board did not meet.

4. Park Board did not meet.

5. Roadmaster's Report: The road crew continues cleaning ditches in the township. This is making for a good start to prepare the roads for tar and chipping. They continue to clear trees and limbs from the township roads as needed. They also performed maintenance on the township-owned equipment.

6. Solicitor's Remarks – Solicitor was not in attendance. We continue to await a court date for the action we filed against Y-B Logging and Lumber Co.

7. Zoning/Code Enforcement Report: - Harshman CE Group (See Minute Book File for report.)

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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 February 14, 2023 regular meeting minutes as presented. The motion was made by Charles Hickman to approve the minutes with no additions or corrections, and seconded by Walter Stout. All aye - motion carried.

B. Specific

1. Personnel

a. Diane Headlee – Acceptance of Retirement Notice

The Chairman asked the Board to consider a motion to accept the notice of retirement received from Diane Headlee, long-time Township Secretary/Treasurer, effective on December 31, 2023. The motion to accept the notice of retirement was made by Troy Smith and seconded by Walter Stout. All aye – motion carried.

2. Business Operations

a. Approval of Treasurer’s Report for period ending February 28, 2023

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>ARPA</u>
Beginning Balance	\$ 267,629.48	\$ 62,075.38	\$ 17,556.97	\$ 58,069.66
Revenues	24,089.61	30.92	6,904.42	106.91
Expenditures	<u>- 49,332.86</u>	<u>- 1,815.28</u>	<u>- 1,343.15</u>	<u>- 0.00</u>
Ending Balance	\$ 242,386.23	\$ 60,291.02	\$ 23,118.24	\$ 58,176.57

	<u>Fire Fund</u>	<u>Impact Fee</u>	
Beginning Balance	\$ 3,099.35	Beginning Balance	\$ 738,179.05
Revenues	.63	Revenues - Interest	1,358.65
Expenditures	<u>- 2,465.00</u>	Revenues - Other	0.00
		Expenditures	<u>- 828.05</u>
Ending Balance	\$ 634.98	Available Cash Balance	\$ 738,729.65
		Investment Held	<u>1,200,000.00</u>
		Total Account Balance	\$1,938,729.65

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The Chairman asked the Board to consider a motion to approve the Treasurer's report for the period ending February 28, 2023 and direct that it be filed for audit. The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.

b. Bills & Transfers for Approval for All Funds – February, 2023

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	\$ 28,495.85
Liquid Fuels Fund	4,297.46
Machinery Fund	1,666.20
Impact Fund	808.05
Fire Fund	<u>50.00</u>
Total Bills & Transfers for Approval	\$ 35,317.56

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

c. Approval of Zero-Turn Mower Purchase for Township Park

The Chairman asked the Board to consider a motion, pursuant to the discussions held during the development of the 2022-23 Impact Fee Spending Plan, to approve the purchase of a new Cub Cadet Pro Z 560S Zero-Turn mower from Action Equipment in Washington PA at the PA COSTARS discounted price of \$10,776.00, to be paid from the Impact Fee account. The motion was made by Troy Smith and seconded by Charles Hickman. All aye – motion carried.

3. Township Supervisors

a. Agreements, Contracts

1. Heavy Hauling Agreements – EQT Production Co.

The Chairman asked the Board to consider a motion to renew for one-year, Heavy Hauling Agreements with EQT Production Co. for Byard Road (T-514), Pettit Road (T-409) and Breakneck Road (T-404), with an effective date of March 1, 2023 to February 28, 2024, for a fee of \$900.00 pursuant to the approved Schedule of Fees. The motion was made by Charles Hickman and seconded by Walter Stout. All aye – motion carried.

2. Heavy Hauling Agreement – EQM Gathering Opco LLC

The Chairman asked the Board to consider a motion to renew for one-year, a Heavy Hauling Agreement with EQM Gathering Opco, LLC, for West Dividing Ridge Road (T-658), with an effective date of

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March 1, 2023 to February 28, 2024, 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. All aye – motion carried.

IV. New Business: There was no new business brought forth for discussion.

V. Information & Announcements

1. Upcoming Meetings

- Supervisor's Regular Meeting, 6:30, Tuesday, April 11, 2023.
- Planning Board, Thursday, April 6, 2023 at 7:30 p.m.
- Zoning Hearing Board and Park Board meets as needed.

VI. Public Comment/Questions: There was no public comment or questions brought before the board.

VII. Adjournment

There being no further business, the meeting adjourned at 6:44 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