

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
May 14, 2024

MEETING MINUTES

Walter Stout, Chairman, called the May 14, 2024 meeting of the Washington Township Supervisors to order at 6:30 PM. In attendance were Supervisors Walter Stout, Troy Smith, and Charles Hickman, Secretary Diane Headlee, and township resident 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:

- Pursuant to the action approved at the April 9, 2024, \$1,000,000 from the Impact Fee fund was re-invested in a six-month certificate of deposit at Community Bank paying interest at maturity (October 11, 2024) in the amount of \$26,321.92.
 - The sale of the aluminum truck bed, hoist and cylinder from the 2014 Dodge truck that was offered through Municibid was finalized and the items have been picked-up and paid for by the successful bidder.
 - We have applied for a Dirt and Gravel Low Volume Road Maintenance Mini-grant through the Greene County Conservation District in the amount of \$6,996.24 for a creekbank stabilization project on Pettit Road. The project, if approved, would entail the placement of approximately 115 tons of R-5 aggregate along two sections of Pettit Run where there is major erosion and water encroachment under the roadway.
2. The Planning Board did not meet on May 2, 2024 as there were no matters to discuss or on which to take action.
3. Zoning Board: No meeting.
4. Park Board: No meeting
5. Roadmaster's Report: Crews have been reclaiming the ditch line that was opened for the installation of the waterline on Waterdam Road. They have been mowing at the park and around the office and removing trees and limbs from the township roads. They also did major repairs a gabion wall on Fisher Hollow that was damaged during recent flooding. They continue to do building maintenance and also maintenance on the township-owned trucks and related equipment.
6. Solicitor's Remarks: The matter of Joan Spaulding vs. Southwestern PA Water Authority has been settled. There is a status meeting with Judge Grimes scheduled for May 15, 2024 for the Y-B Logging litigation.

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7. BCO/Zoning Report – Harshman CE Group, report was distributed. There were no questions.

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, seconded by Walter Stout. All aye - motion carried
2. The Chairman asked the Board for a motion to approve the of Minutes of the April 9, 2024 Board Meeting with any additions or corrections. The motion was made to approve the Minutes as presented, by Charles Hickman, seconded by Troy Smith. 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 with regret, the notice of retirement received from Diane Headlee, long-time Township Secretary/Treasurer, effective on June 28, 2024. The motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

2. Business Operations

a. Approval of Treasurer’s Report for period ending April 30, 2024

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>ARPA</u>
Beginning Balance	\$ 237,770.49	\$ 145,669.46	\$ 27,332.10	\$ 59,953.62
Revenues	46,267.98	83.01	4,689.11	181.09
Expenditures	<u>-35,704.39</u>	<u>-0.00</u>	<u>-100.00</u>	<u>-0.00</u>
Ending Balance	\$ 248,334.08	\$ 145,752.47	\$ 31,921.21	\$ 60,134.71

	<u>Fire Fund</u>	<u>Impact Fee</u>	
Beginning Balance	\$ 735.68	Beginning Cash Balance	\$ 288,931.59
Revenues	2,430.46	Revenues - Interest	919.53
Expenditures	<u>-50.00</u>	- CD Interest	25,985.70
Ending Balance	\$ 3,116.14	Expenditures	<u>1,663.18</u>
		Available Cash Balance	\$ 314,173.64
		Investments Held	<u>2,000,000.00</u>
		Total Account Balance	\$2,314,173.64

The Chairman asked the Board to consider a motion to approve the Treasurer's report for the period ending April 30, 2024 and direct that it be filed for audit. The motion was made by Troy Smith, seconded by Walter Stout. All aye – motion carried.

b. Bills & Transfers for Approval for All Funds – April, 2024

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	\$ 37,151.51
Liquid Fuels Fund	0.00
Machinery Fund	3,300.00
Impact Fund	10,762.17
Fire Fund	<u>50.00</u>
Total Bills & Transfers for Approval	\$ 51,263.68

The motion was made by Charles Hickman, seconded by Troy Smith. All aye – motion carried.

3. Operations, Buildings, Grounds & Highways

a. Application for Payment #1 – Playground Equipment Installation

The Chairman asked the Board to consider a motion to approve Application for Payment #1 received from StoneMile Group LLC, the contractor installing the new playground equipment at the park in the amount of \$23,382.00. The payment amount representing 90% of the work completed, has been reviewed and approved by the Architect, and will be paid from the Impact Fee fund. The motion was made by Charles Hickman, seconded by Troy Smith. All aye – motion carried.

b. Application for Payment #1 – DCNR Park Improvement Project

The Chairman asked the Board to consider a motion to approve Application for Payment #1 received from Raffle Construction LLC, the contractor on the Washington Township Park Improvement project in the amount of \$51,385.50. The payment amount representing 41% of the work completed, has been reviewed and approved by the Architect, and will be paid from the General Fund (DCNR Grant). The motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

c. Approval of Change Orders #1, #2 & #3 – Park Improvement Project

The Chairman asked the Board to consider a motion to approve the following Change Orders to the construction contract with Raffle Construction:

C.O. #1 Replace heavy-duty concrete pad at walking trail vehicular crossing area with 20 sq. yds. heavy-duty bituminous pavement,

and 3 sq. yds. of standard duty bituminous pavement, at a total decrease to the contract of \$4,965.00.

C.O. #2 Contractor shall remove the 5 park benches in place around the perimeter of the walking trail and overlay the existing concrete pads with 1.5" of asphalt wearing course, then reinstall the benches, at a total increase to the contract of \$1,785.00.

C. O. #3 A lump sum cost for all charges (labor, equipment and materials) associated with the re-orientation of the ADA parking space, including additional subbase material and bituminous pavement, for a total increase of \$2,000.00.

The motion to approve Change Orders #1, #2 and #3 was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

4. Township Supervisors

a. Ordinances, Resolutions, Policies

1. Adoption of Resolution #2 of 2024 - Transfer of Funds – ARPA Funds to General Fund

The Chairman asked the Board to consider motion to approve the following Resolution:

BE IT RESOLVED that the balance of \$60,174.44 in the American Rescue Plan Act (ARPA) fund be transferred to the General Fund to aid with the cost of the joint construction project with the Southwestern PA Water Authority to install an 8-inch water line on Hemlock Road.

The motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

2. Heavy Hauling Agreement – A Crane Rental, LLC

The Chairman asked the Board to consider a motion to approve a Heavy Hauling Agreement, dated May 1, 2024 with A Crane Rental, LLC for Tower Road (T-411) at a fee of \$300.00, pursuant to the approved Schedule of Fees. The motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

3. June Meeting Change of Date

The Chairman asked the Board to consider a motion to change the date of the June, 2024, regular Supervisor's meeting from Tuesday, June 11 to Tuesday, June 18, due to personnel vacation and travelling plans. The motion was made by Walter Stout, seconded by Charles Hickman. All aye – motion carried.

IV. New Business – None brought forth.

V. Information & Announcements

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- Spring Township Clean-up Day was held on Saturday, April 27, 2024. A total of 21.88 tons of materials were collected.
- The Washington Township Park Improvement Project is moving along well. The park will remain closed to all activities until the construction has been completed, anticipated to be on or about May 24, 2024.
- Upcoming Meetings
 - Supervisor's Regular Meeting, Tuesday, June 18, 2024, 6:30 p.m.
 - Planning Board, Thursday, June 6, 2024 at 7:30 p.m.
 - Zoning Hearing Board and Park Board meets as needed.

VI. Public Comment/Questions – None.

VII. Adjournment

The meeting was adjourned at 7:02 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