

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
July 9, 2024

MEETING MINUTES

Walter Stout, Chairman, called the July 9, 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, Mary Pratt incoming Secretary, and township residents Tom Ayers and Ken Headlee.

Before opening the meeting to comments by the public, Mr. Stout introduced Mary J. Pratt, who was hired on July 2, 2024, at a special meeting of the Board of Supervisors, as the new Township Secretary/Treasurer. He also thanked retiring Secretary/Treasurer, Diane Headlee for her many years of dedicated service to the township, and wished her the best of luck during her upcoming retirement. Mrs. Headlee thanked the Board and mentioned that she very much enjoyed working here for the last ten years and that she had learned a great deal about her township.

I. Requests to Address the Board/Public Comment

There were no requests to address the Board.

II. Correspondence and Reports

1. Received Correspondence:

- On June 27, the township received a bank transfer (ACH) of \$531,660.61 for Act 13 Impact fee monies for 2023 drilling operations. This amount reflects an expected decrease of over last year's distribution, due to lower natural gas costs. The amount received, however, is in line with the Act 13 revenue received prior to the 2022 and 2023 allocations, which in those years, reflected a higher than normal cost of natural gas. A budget for the Impact Fee Fund will be prepared and presented for approval in August, 2024 per the Act 13 regulations.
- The Park Improvement project was awarded final approval after an inspection visit by Adam Mattis of the PA Department of Conservation and Natural Resources (DCNR) on July 2.

2. The Planning Board did not meet in July as there were no items to be considered.

3. Zoning Board: No meeting.

4. Park Board: No meeting

5. Roadmaster's Report: The crews have finished mowing road banks on all township roads. They recently began a major drainage project on Pisgah Ridge Road which is being funded by a Dirt, Gravel & Low Volume Roadway grant. They have completed the preparation work on those roads which will be seal coated (tar & chipped) in July. They formed and poured concrete for an additional table and bench at the park. They continue to remove trees and limbs from the township roads as needed after recent wind storms and do mowing at the park and also around the office.

6. Solicitor's Remarks: Mr. Makel had no additional remarks.
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 Troy Smith. All aye - motion carried
2. The Chairman asked the Board for a motion to approve the of Minutes of the June 18, 2024 and the July 2, 2024 Board Meetings. There were no additions or corrections brought forth. The motion was made to approve the Minutes as presented, by Charles Hickman, seconded by Walter Stout. All aye - motion carried.

B. Specific

1. Business Operations

a. Approval of Treasurer's Report for period ending June 30, 2024

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>Fire Fund</u>
Beginning Balance	\$ 301,868.86	\$ 145,832.93	\$ 47,176.47	\$ 10,620.05
Revenues	32,637.28	71.98	1,593.46	821.56
Expenditures	<u>-77,577.78</u>	<u>-2,447.23</u>	<u>-100.00</u>	<u>-50.00</u>
Ending Balance	\$256,928.36	\$143,457.68	\$ 48,669.93	\$ 11,391.61

Impact Fee

Beginning Cash Balance	\$ 160,148.65
Revenues - Interest	504.34
-Act 13 Allocation & Misc. Revenue	532,200.61
Expenditures	<u>-61,150.00</u>
Available Cash Balance	\$ 631,703.60
Investments Held	<u>2,000,000.00</u>
Total Account Balance	\$ 2,631,703.60

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

b. Bills & Transfers for Approval for All Funds – June, 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	\$ 70,008.80
Liquid Fuels Fund	2,447.23
Machinery Fund	100.00
Impact Fund	61,150.00
Fire Fund	<u>50.00</u>
Total Bills & Transfers for Approval	\$ 142,756.03

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

c. Renewal of Workers' Compensation Insurance Policy 2004-05

The Chairman asked the Board to consider a motion to renew and award the Workers' Compensation Insurance Policy to UPMC Health Benefits, Inc., through the Marthinsen and Salvitti Insurance Group at an annual premium of \$5,266, with an effective date of August 8, 2024. The new premium amount reflects a \$88 decrease from the current premium amount. The motion was made by Charles Hickman, seconded by Walter Stout. All – aye. Motion carried.

d. Renewal of Package Insurance Policy – 2024-25

Last year the premium for the township's Property, Inland Marine, Liability, Public Official's Liability, Excess Liability (Umbrella), Automobile and Crime insurance coverage was \$18,438.

The Chairman asked the Board to consider a motion to approve the renewal of the Package Insurance Policy with Higbee Insurance based on the requested and updated coverage, at the annual premium of \$20,378, an increase of \$1,940, with an effective date of August 8, 2024. The change is due to the increased building values and an automatic 4% increase in property values due to inflation. The motion was made by Charles Hickman and Walter Stout. All – aye. Motion carried.

2. Township Supervisors

a. Awarding of Bid – Flex Base Paving – Boyd & Breakneck Roads

Having met the specifications and based on the past performance of the contractor, the Chairman asked the Board to consider a motion to award the contract for the labor, material, and equipment necessary to complete the Flex Base paving on Boyd and Breakneck Roads for an approximate total distance of 8,500 feet, to Russell Standard Corporation, at their low bid of \$125.25 per ton, for an approximate total cost of \$157,057.50. The project will be paid for from the 2004-25 Impact Fee appropriation. The

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

IV. New Business

There was no new business brought forth.

V. Information & Announcements

- Upcoming Meetings
 - Supervisor’s Regular Meeting, Tuesday, August 13, 2024, 6:30 p.m.
 - Planning Board, Thursday, August 1, 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 6:46 p.m. on a motion by Charles Hickman, seconded by Troy Smith, with all voting ‘aye’.

s/Walter S. Stout _____ Chairman

s/P. Diane Headlee _____ Secretary/Treasurer