

**WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS**

112 Municipal Lane  
Prosperity, PA 15329  
May 12, 2020

**MINUTES**

Walter Stout, Chairman, called the meeting to order at 7:00 PM.

In attendance were Supervisors Walter Stout, Charles Hickman, Troy Smith; and Secretary Diane Headlee. Pursuant to the provisions of Act 15 of 2020, the meeting was closed to the public in accordance with the COVID-19 pandemic regulations and guidelines.

I. There were no public comments.

II. Correspondence and Reports

1. Received Correspondence: There was no report of any received correspondence.
2. The Planning Board did not meet in April or May due to the COVID-19 meeting guidelines.
3. The Zoning Board Hearing that had been scheduled for Thursday, March 26<sup>th</sup> to conduct a hearing for a Special Exception in an A-1 (Agriculture use) district, was cancelled at the request of the applicants Kristy and Nathan Borovichka.
4. The Park Board did not meet due to the COVID-19 concerns.
5. Roadmaster's Report: Mr. Hickman reported that after returning to work on April 16 (following the Governor's "Stay-at-Home" order beginning April 1<sup>st</sup>), the road crew has performed equipment maintenance, cleaned ditches, mowed grass at the park and the township buildings, assisted Hayden Construction in fixing the slip on Byard Road and removed trees and limbs from the township roads. They also sprayed the weeds around the road sign posts.
6. Solicitor's Remarks: The solicitor was not in attendance, however Mr. Stout reported that the solicitor had been very helpful in keeping the township supervisors updated on the COVID-19 issues and concerns with recommendations on how to proceed in dealing with them.

III. Discussion & Action Items

A. Routine

1. The Chairman asked the Board to for a motion to approve the Agenda with an Addendum. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.
2. The Chairman asked the Board for a motion to approve the Minutes of the March 17, 2020 regular meeting, and the Special meeting of March 24, 2020, which was held to adopt a Declaration of Disaster Emergency proclaiming the existence of a disaster emergency (COVID-19) in the township pursuant to the provisions of section 7501 of the PA Emergency Management Services Code.

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The motion was made by Charles Hickman and seconded by Walter Stout.  
Motion carried.

### B. Specific

#### 1. Business Operations

##### a. Approval of Treasurer's Report for period ending March 31, 2020

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>DCNR</u>
Beginning Balance	\$ 330,822.73	\$ 29,763.05	\$ 7,746.81	\$59.72
Revenues	8,998.80	144,628.66	4.03	.03
Expenditures	<u>30,016.86</u>	<u>1,659.22</u>	<u>100.00</u>	<u>0.00</u>
Ending Balance	\$ 309,804.67	\$ 172,732.49	\$ 7,650.84	\$ 59.75

#### Fire Fund

Beginning Balance	\$ 308.59
Revenues	50.19
Expenditures	<u>0.00</u>
Ending Balance	\$ 358.78

#### Impact Fee

Beginning Balance	\$ 1,528,100.98
Revenues	430.97
Expenditures	<u>614.44</u>
Ending Balance	\$ 1,527,917.51
Certificate of Deposit	<u>-1,200,000.00</u>
Cash Available	\$ 327,917.51

##### b. Approval of Treasurer's Report for period ending April 30, 2020

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>DCNR</u>
Beginning Balance	\$309,804.67	\$ 172,732.49	\$ 7,650.84	\$ 59.75
Revenues	37,641.21	35.13	4,712.11	.01
Expenditures	<u>27,153.60</u>	<u>1,791.62</u>	<u>4,647.74</u>	<u>0.00</u>
Ending Balance	\$ 320,292.28	\$ 170,976.00	\$ 7,715.21	\$ 59.76

#### Fire Fund

Beginning Balance	\$ 358.78
Revenues	2,449.43
Expenditures	<u>50.00</u>
Ending Balance	\$2,758.21

#### Impact Fee

Beginning Balance	\$ 1,527,917.51
Revenues	655.91
Expenditures	<u>18,630.90</u>
Ending Balance	1,509,942.52
Certificate of Deposit	<u>-1,200,000.00</u>
Cash Available	\$ 309,942.52

The Chairman asked the Board to consider a motion to approve the Treasurer's reports for periods ending March 31 and April 30, 2020 and direct that they be filed for audit. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

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### c. Bills & Transfers for Approval for All Funds for March, 2020

The following bills were paid in March, 2020. Due to the COVID-19 guidelines there was no meeting held in April at which time these bills would have normally been approved. They were reviewed and the payment for each was approved by the Supervisors on April 10, 2020. The Chairman asked the Board to consider a motion to formally acknowledge and approve the payment of the monthly bills and intra-fund transfers paid in March, 2020, (see Minute Book file) from the following accounts:

General Fund	\$ 26,552.81
Liquid Fuels Fund	2,628.32
Machinery Fund	100.00
Impact Fund	614.44
DCNR Account	0.00
Fire Fund	<u>50.00</u>
Total Bills & Transfers for Approval	\$ 29,945.57

The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

### d. Bills & Transfers for Approval for All Funds – April, 2020

The Chairman asked the Board to consider a motion to approve the payment of the monthly bills and intra-fund transfers, (see Minute Book file) from the following accounts:

General Fund	\$ 31,318.39
Liquid Fuels Fund	822.52
Machinery Fund	4,647.74
Impact Fund	29,376.69
DCNR Account	0.00
Fire Fund	<u>50.00</u>
Total Bills & Transfers for Approval	\$ 66,215.34

The motion was made by Troy Smith and seconded by Charles Hickman. Motion carried.

### e. Awarding of Bid

#### 1. Tar & Chip Bituminous Seal Coat/E-3 Oil Bid Award

Following review of the bids that were received in March, the Chairman asked the Board to consider a motion to award the contract for the placement of approximately 80,000 (+/-) square yards of Bituminous Seal Coat (single application Tar & Chip), along with E-3 oil application, utilizing the stone provided by the township, to Suit-Kote Corporation at their low bid of \$1.10 per square yard for an estimated total of \$88,000.00. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

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

#### a. Requests for Quotes – Park Mowing Services

In an effort to determine the best method of mowing and trimming the park (in-house vs. contracted service), a request for quote was sent to three local grass cutting organizations for a price to mow and trim at the park on a weekly basis. Quotes were received as follows, Negley Services @ \$225/mowing, Shawn Adamson @ \$300/mowing, and PNG Outdoor Services @ \$325/mowing.

The Chairman asked the Board to consider a motion to reject the received quotes and continue to have township employees mow and trim the grass at the park during the 2020 season. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

### 3. Township Supervisors

#### a. Ordinances, Resolutions & Policies

##### 1. Heavy Hauling Agreement – EQT Production Co.

The Chairman asked the Board to consider a motion to approve the renewal of a Heavy Hauling Agreement, with an effective date of March 1, 2020 to February 28, 2021, with EQT Production Company, for Byard Road (T-514), for a fee of \$300.00 pursuant to the Schedule of Fees. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

##### 2. Adoption of Resolution Implementing Provisions of Act 15 of 2020

The Chairman asked the Board to consider a motion to adopt the following Resolution (#3-2020):

**BE IT RESOLVED** that the Board Of Supervisors of Washington Township, Greene County, Pennsylvania, Commonwealth of Pennsylvania, hereby implements provisions of Act 15 of 2020 relating to property tax relief by extending the discount period from May 31, 2020 until August 31, 2020 and the waiving of any fees or penalties if the tax is paid in its entirety by December 31, 2020. (see Resolution Book for full text).

The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

##### 3. Cancellation of May and June, 2020 Park Reservations

In complying with Governor Wolf's process to "Reopen Pennsylvania" and as Greene County moves into the Yellow Phase this week, outdoor venues still are to remain Closed pursuant to the Recreation and Park Facility Guidelines. That being the case, we are unable to open the park for those who have made group reservations for park use until such time as the county moves into the Green Phase, and

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even then there are restrictions limiting the numbers of people allowed.

The Chairman asked the Board to consider a motion to cancel those reservations made for township park group usage during the months of May and June and refund in full, any deposit made with those reservations. It is further recommended that those reservations made for July and August usage be monitored and decided upon individually based on the COVID-19 re-opening guidelines then in effect. The motion was made by Troy Smith and seconded by Charles Hickman. Motion carried.

### IV. New Business

There was no new business brought forward.

### V. Information & Announcements

- Spring Clean-Up Day – originally scheduled for April 25, has been postponed until Saturday, June 6, 2020. Dumpsters will be located in the township building parking area from 8:00 am until 4:00 pm. Electronics accepted. Freon must be removed from appliances.
- Resident Samantha Morris is again coordinating a “Community Blood Drive” for Washington Township on Saturday, May 23 from 9 am to 1:00 pm. The event will be “By Appointment Only” due to the COVID-19 precautions. The Pittsburgh branch of Vitalant (formerly the Central Blood Bank of Pittsburgh) will bring a mobile coach bus which will be located in the parking lot of the township building. We again want to thank Samantha for her hard work and assistance for this excellent community service project.
- The following roads (portions or entire length) are tentatively scheduled to be tar and chipped this year. Actual date schedule will be announced when finalized.
  - Top Road
  - Breakneck Road
  - Long Mile Road
  - Hickory Lane
  - Edgar Hill Road (lower to Fisher Hollow)
  - Morris Road
  - Byard Road
  - Good Hill Road
  - Fisher Hollow Road
  - Locust Drive
  - Brooks Hollow Road
  - West Dividing Ridge Road
  - East Dividing Ridge (portions from Moscow to Twp. Line)
  - Park Drive
- Supervisor’s Regular Meeting, Tuesday, June 9, 2020 at 7:00 p.m.
- Planning Board, Thursday, June 4, 2020 at 7:30 p.m. (if needed).
- Zoning Hearing Board, as needed.
- Park Board meets as needed.

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VI. Public Comment/Questions

VII. Adjournment

There being no further business, the meeting was adjourned at 7:30 PM on a motion by Charles Hickman, seconded by Troy Smith, with all voting 'aye'.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Secretary/Treasurer

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