

WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING OF January 20, 2020

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, January 20, 2020.

Those in attendance were: Chairman Leon Lutz, Vice-Chairman Wendel Gainer, Jr., Supervisor Lynn Brown, Solicitor Rick Wiest and Dawn Koch, TM/Sec/Treasurer. Also, in attendance were Joan Schwer, Robert Brown, Bobby Brown, Todd Lengle, Cliff Snuffer, Jackson Snuffer, Gary Brown and Georgine Joyce.

Chairman Lutz opened the meeting with the pledge of allegiance. Chairman Lutz reminded the residents of the notices, regarding meeting conduct and public comment procedures.

**CORRESPONDENCE:** The following miscellaneous correspondence was received and presented to the Board of Supervisors for their review; a list was also included in the public packet. Received from:

1. Commonwealth of PA- Statement of Financial Interests
2. Social Security Administration- Logon info for SSA website
3. PSATS UC Group Trust- Benefits update
4. Keith Heinbach- December 2019 Tax Collector report, year-end reports, 2019 reconciliation of taxes
5. Comcast- Certificate of liability
6. Court of Common Pleas of Schuylkill County- Judicial sale
7. PA DEP- Exemption letter for Humma Subdivision
8. PSATS- 2020 calendar
9. PSATS- Letter regarding benefits for terminated employee
10. PSATS- 2020 advertising requirement & tax chart
11. PA Township News- January 2020 Issue
12. McMahon Associates- 2019 Interim bridge inspections
13. Applications for employment
14. Christmas cards
15. Flyers, catalogs, advertisements

**PUBLIC COMMENT PERIOD:** No public comments.

**APPROVAL OF MINUTES:** Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the December 16, 2019 regular monthly meeting, the January 6, 2020 reorganizational meeting, and the January 7, 2020 auditors meeting without correction. This motion unanimously carried.

**TREASURER'S REPORT AND BILLS FOR APPROVAL:** Upon motion of Chairman Lutz, seconded by Supervisor Brown, the December 2019 Treasurer's Report was approved with a

balance in all accounts, before receipts and bills, was \$352,812.94. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

**RECEIPTS:** The report of receipts (December 12, 2019-January 15, 2020) listing \$32,328.66 in EIT receipts, \$41,361.81 in regular General Fund receipts were approved as printed upon motion of Chairman Lutz, seconded by Supervisor Brown. This motion unanimously carried.

**SOLICITOR'S REPORT:** Solicitor Rick Wiest was present with no new business to report.

**TOWNSHIP REPORTS:** Under public works Lynn Brown addressed the Board with a request to repair his Enerpac Ram. Lynn informed the Board he brought his personal tool in to repair a piece of township equipment and in doing so burned out the seals. Upon motion by Chairman Lutz, seconded by Vice-Chairman Gainer approving Lynn to repair his personal ram used on township equipment. Lynn Brown abstained in the voting. The motion carried. Vice-Chairman Gainer added that Lynn is to be reimbursed for the repairs.

**COUNTY ZONING:** A Planning and Zoning report was reviewed by the Board. A copy of this report will be kept on file at the **Municipal Office**.

A copy of a letter was received regarding conditional final plan approval of a poultry operation at 95 Ferebees Road.

**SEWAGE ENFORCEMENT OFFICER'S REPORT:** A list of December 2019 SEO work was reviewed from JB Environmental Services. A copy of this report will be kept on file at the **Municipal Office**.

**BUILDING/DRIVEWAY REPORTS:** A list of permits issued was reviewed by the Board. A copy of this report will be kept on file at the **Municipal Office**.

**OLD BUSINESS:** Koch stated the approving of employee benefits per the handbook was skipped during the reorganizational meeting. Vice-Chairman Gainer asked if there were any changes, Koch's response was no. Upon motion made by Chairman Lutz approving the employee benefits per the employee handbook for 2020, seconded by Vice-Chairman Gainer. Supervisor Brown abstained from voting. This motion carried.

Vice-Chairman Gainer retracted his previous appointment of Lynn Brown as Road Master at the January 6, 2020 reorganization meeting and approve appointing Lynn Brown as the Public Works Coordinator/ Mechanic for the 2020 year, seconded by Chairman Lutz. Brown abstained from voting. This motion carried.

**NEW BUSINESS:** Upon motion made by Chairman Lutz approving the purchasing of 300 ton of salt for the 2020-21 winter season through the CoStars program, seconded by Supervisor Brown. This motion unanimously carried.



Upon motion made by Chairman Lutz approving the bidding of 700 ton of anti-skid through the CoStars program for the 2020-21 winter season, seconded by Supervisor Brown. This motion unanimously carried.

Koch presented the Board with the 2019 Liquid Fuels Actual Use Report.

Koch informed the Board about a request from the Pine Grove Teener League for use of the Township Park for the 2020 season. Koch stated the request including two field clean up days on or about March 21<sup>st</sup> and April 11<sup>th</sup>. Todd Lengel, league president was in the audience and presented the Board with a donation. Upon motion made by Vice-Chairman Gainer approving the use of the field between April and July 2020 to the Pine Grove Teener League, seconded by Chairman Lutz. This motion unanimously carried.

Supervisor Brown addressed the Board with unused items that he would like to sell on Municibid, V plow, pressure washer, concrete piping, and a 1987 Dump Truck with salt spreader and plow. Upon motion made by Vice-Chairman Gainer approving the selling of the above listed items on municibid, seconded by Chairman Lutz. This motion unanimously carried.

Upon motion made by Vice-Chairman Gainer approving the advertising of the items listed above for sale on municibid, seconded by Chairman Lutz. This motion unanimously carried.

Koch presented the Board with the contracts received from PennDOT and Wilson Consulting regarding the Kutz Road bridge project. Koch stated PennDOT's representative Christie Barry gave the go ahead to begin taking on expenses for the project. The engineer contract from Wilson Consulting is the first item to be approved however due to requirements of the RFQ Wilson Consulting presented two options. The first option was to meet the RFQ's professional liability limit of \$2,000,000 for up to five year at a cost of \$89,390.98 or accept the current coverage of \$1,000,000 at \$68,890.98 which is a \$20,500.00 difference. Vice-Chairman Gainer asked why we put \$2,000,000 as a requirement for a job totaling under \$1,000,000. Koch stated she used a template to prepare the RFQ and did not change the amounts of the requirements. Vice-Chairman Gainer requested that Koch find out if the limits in the template are typical limits. Vice-Chairman Gainer added that action on the proposal be held off until the February Board Meeting.

Koch presented the Board with the Federal Surplus Property Program application to be signed by Chairman Lutz for renewal.

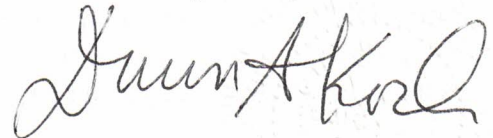
Koch presented the Board with a per capita exemption request from Statewide Tax Recovery stating the backup is a voter's registration from 2009. She also stated she received the final exemption request from tax collector Keith Heinbach for the 2019 per capita tax. Koch stated in 2012 when the per capita tax ordinance was adopted it did not include exemptions. She stated the Township has approving exemptions that are not listed in the ordinance to approve. Solicitor Wiest explained further that we offer an exemption form however it is not consistent with our 2012 ordinance. Koch stated the tax act states that exemptions can be adopted via ordinance or resolution. Solicitor Wiest agreed that adding the resolution to include the exemptions is an acceptable way of proceeding. Vice-Chairman stated he would prefer not to approve any more

exemptions presented until the resolution is adopted. Koch stated she would email the resolution to Solicitor Wiest to verify.

Upon motion made by Vice-Chairman Gainer denying the Statewide Tax Recovery presented for Eric Kentzel due to backup being too old to verify residency, seconded by Supervisor Brown. This motion unanimously carried. Vice-Chairman Gainer requested something from within the year requesting exemption.

**ADJOURNMENT:** There being no further business to come before the Board of Supervisors of Washington Township, upon motion of Supervisor Brown, seconded by Chairman Lutz, the meeting adjourned at 7:34 p.m. This motion unanimously carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Dawn A. Koch", written in a cursive style.

Dawn A. Koch  
TM/Sec. Treas.  
Washington Township