

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF February 15, 2016

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, February 15, 2016.

Those in attendance were: Chairman Leon Lutz, Vice-Chairman Wendell Gainer, Supervisor Lynn Brown, Secretary-Treasurer Dawn Koch, and Solicitor Rick Wiest. Also, in attendance were: Roadmaster Gary Neidlinger, Essie Karnes, Sal Varacalli, Jason Schach and Jordan & Twila Martin.

Chairman Lutz opened the meeting with the pledge of allegiance. Chairman Lutz reminded the residents of the notices, which are available as handouts to meeting attendees, 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. Pine Grove Teener League- Request the use of the Township ball park between April and July 2016, with spring clean-up March 15, 2016. A donation was attached to the request, all supervisors agreed to the use of the field.
2. Statement of financial responsibility
3. Pine Grove Township- Meeting set up regarding UCC Appeals Board Agreement
4. Larson Design Group- 2015 DEP annual reporting packet
5. Sch. Co. Office of Solid Waste- 2015 Annual Recycling Report- completed and returned 2/6/16
6. US Department of Commerce- Letter regarding 2017 census
7. Berkheimer Tax Administrator- Updated bond
8. FEMA-Map Amendment for 31 Roedersville Road
9. Sch. Co. Courthouse- Demolition Process
10. Mike Tobash- Grant opportunity for developing parks and recreation facilities
11. Statewide Tax Recovery- 2015's PerCapita Tax collection list
12. Sch. Co. Voter Registration/Election Bureau- 2016 Election dates
13. Sch. Co. Voter Registration/Election Bureau- Office holders form- completed and returned 2/10/16
14. Sch. Co. Assessment Bureau- Revision of taxes for parcel 33-12-49 and tax exoneration for parcel 33-12-49(103)
15. PA DEP- Letter acknowledging receipt of the planning waiver and non-building declaration for Stephanie Snyder and Brian Frantz
16. Red Barn Consulting Inc.- Notification that Linford Snyder, Covered Bridge Road is applying for a concentrated animal feeding operation permit for the construction of a poultry operation.
17. Red Barn Consulting Inc.- Copy of project termination information for Lamar Zimmerman's Poultry operation.

18. United Concordia- Past Due notice
19. Capital Blue Cross- Info regarding IRS filing requirements
20. Pine Grove Historical Society- request for donation
21. DA Christine Holman's invitation to attend a code enforcement assoc. 2016 symposium
22. PA Township News- February 2016 Issue
23. Several flyers and catalogs

PUBLIC COMMENT PERIOD: Resident John Schach was present to address the Board regarding snow plowing on Mountain Road. Mr. Schach started by asking the Supervisors if changes had been made to the road crew over the past year. Mr. Schach stated he had to plow his road along with several others because no plows had gone before he returned home in the evening. After a short discussion Chairman Leon Lutz concluded that the absence of a fourth driver and plow could be to blame for the recent differences from prior years. Chairman Lutz stated the township will work to make sure that fourth driver and plow are available in the future.

APPROVAL OF MINUTES: Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the January 18, 2016 regular monthly meeting without correction. This motion unanimously carried.

TREASURER'S REPORT AND BILLS FOR APPROVAL: Upon motion of Chairman Lutz, seconded by Supervisor Brown, the January 2016 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$713,605.00. Included in this motion was the approval of payment of all bills presented, except the payment to Northern Tools due to product being returned. This motion unanimously carried.

RECEIPTS: The report of receipts (Jan 15 – Feb 10, 2016) listing \$19,883.55 in EIT receipts, \$10,109.84 in regular General Fund receipts was presented to the Board, all were approved upon motion of Chairman Lutz, seconded by Supervisor Brown. This motion unanimously carried.

ROADMASTER'S REPORT: Upon motion by Supervisor Wendell Gainer, seconded by Supervisor Brown, approval was granted to order 250 ton of salt through costars for the 2016-17 winter season. This motion unanimously carried.

A motion made by Chairman Lutz approving the purchase of a tool box and tools not to exceed \$2500.00, seconded by Supervisor Brown. This motion unanimously carried.

A motion made by Chairman Lutz approving Roadmaster Neidlinger's monthly roadmaster report, seconded by Supervisor Brown. This motion unanimously carried.

SOLICITOR'S REPORT: Solicitor Wiest was present with no updates at this time.

COUNTY ZONING: Copies of Zoning Permits issued were received and reviewed without comment.

A copy of a letter addressed to The Frantz Family Credit Trust was received by the Sch. Co. Planning and Zoning Office regarding Frantz Family Credit Trust Subdivision. The letter states the plans presented before the Planning Commission on January 20, 2016 were approved.

A copy of a letter addressed to Shane E Baker was received by the Sch. Co. Planning and Zoning Office regarding Baker Subdivision. The letter states the Planning Commission granted conditional final plan approval. Items must be satisfied by April 20, 2016.

SEWAGE ENFORCEMENT OFFICER'S REPORT: The January 2016 reports of Larson Design were received and reviewed. A copy of this report will be kept on file at the **Municipal Office**.

At the January meeting Secretary Koch was asked to prepare a letter addressed to the resident at 387 Moyer Station Road regarding the cost associated with the investigation at their property. Secretary Koch presented the drafted letter to the Board.

BUILDING/DRIVEWAY REPORTS: The January 2016 building and driveway permits issued by Alfred Benesch & Company were received and reviewed. A copy of this report will be kept on file at the **Municipal Office**.

OLD BUSINESS: Secretary Koch updated the Supervisor with the township's responsibilities in regards to the Kemmerling road project. Secretary Koch stated Roadmaster Gary Neidlinger and the road crew will be responsible for widening the road and they will also be responsible for grading the area. The contractor awarded the bid will be responsible for closing the road and contacting the 911 call center but Roadmaster Gary Neidlinger will be responsible for all road detours while the road is closed. The contractor will open the road at the end of each working day to accommodate local traffic. Supervisor Gainer added that the bid date was changed to the March 21, 2016 date due to product pricing not currently available to some bidders.

NEW BUSINESS: A motion made by Supervisor Gainer approving the advertising of the Washington Township Office Building bid package on March 14th and March 21st, 2016 seconded by Chairman Lutz. This motion unanimously carried.

Secretary Koch addressed the Board regarding the cost the township was paying per kilowatt of electricity with the current supplier Spark Energy. She stated Spark Energy is twice the cost of PP&L's current pricing. Upon motion made by Chairman Lutz approving Secretary Koch to make the necessary changes to the electricity account to PP&L, seconded by Supervisor Brown. This motion unanimously carried.

Secretary Koch presented the Board with suggested laptops for Roadmaster Gary Neidlinger. Upon motion made by Supervisor Gainer, approved the purchase of a laptop in the amount of \$399.99, seconded by Chairman Lutz. This motion unanimously carried.

Secretary Koch address the Board regarding the use of her personal cell phone for township business. She stated she is receiving and using her personal cell phone to speak with vendors and residents. She stated the township provides the road crew with cell phones at a cost of \$57.00 a

month each. She requested a stipend to help defray costs. Upon motion made by Supervisor Gainer approving Secretary Koch to add a line to the township plan and purchase a cell phone for township business use, seconded by Chairman Lutz. This motion unanimously carried.

A motion made by Chairman Lutz approving **Resolution 2016-FIVE** Internet Banking Cash Management, seconded by Supervisor Gainer. This motion unanimously carried.

Secretary Koch presented the Board with the 2016 statement of financial condition of the township filed with DCED.

Secretary Koch updated the Board with information regarding the current comprehensive insurance package. She asked the Board if they would like her to obtain new pricing. Supervisor Gainer stated he would like to see what the current pricing will be before deciding to make a change.

Secretary Koch requested that she update the rfp for lawn care bids for the 2016 season. A motion made by Supervisor Gainer approving Secretary Koch to modify the bid proposal sheet and advertise for bids for lawn care services, seconded by Chairman Lutz. This motion unanimously carried.

Secretary Koch presented the board with the Municipal Benefits Services (MBS) joinder agreement. She stated it is an agreement outlining the health, dental and vision benefits held with MBS. Secretary Koch stated she would sign and return the document agreeing with the benefits listed.

Secretary Koch stated she received the information regarding the intercompany agreement for fire and ambulance protection with Pine Grove Borough from Solicitor Wiest and presented the Board with the calculation for the 2016 year. A motion made by Chairman Lutz approving the payment for the township's fair share of workers' compensation to Pine Grove Borough for the 2016 year in the amount of \$5,496.61, seconded by Supervisor Gainer. The motion unanimously carried.

The item regarding additional township position has been tabled until an upcoming meeting.

ADJOURNMENT: There being no further business to come before the Board of Supervisors of Washington Township, upon motion of Chairman Lutz, seconded by Supervisor Brown, the meeting adjourned at 7:41 p.m. This motion unanimously carried.

Respectfully Submitted,



Dawn A. Koch
Secretary Treasurer
Washington Township