

WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING OF March 21, 2016

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, March 21, 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, Gary Brown, Bob Free, Chris Light, Ryan Fasnacht, Joan Schwer, Edward Smith and Barry Newswanger.

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. Patton and Company CPSs- 2015 audit results and DCED reports
2. PSATS CDL Program: 2016 annual update and forms
3. Northern Tool & Equipment- Service agreement on Torin Jack
4. Municipal Benefits Services- Executed copy of joinder agreement
5. Assessment Bureau- Utility Tax for PURTA report 2016
6. Sch. Co. Office of Public Safety- 911 address for Glen Simonsen 32 Sunrise Road and Leonard Hoffman 87 Louck Road
7. Sch. Co. Treasurer- Copy of delinquent tax return report for 2015
8. Baker Tilly Virchow Krause- Berkheimer audit questionnaire
9. PA DEP- Copy of letter to Northern Swatara Creek Watershed Assoc regarding the Kutz Road Habitat improvements
10. Robert Evanchalk- letter informing the township that he is registering for a GP-1 fish habitat structure permit on Kutz Road
11. Sch. Co. Assessment Bureau- updated assessments for parcels 33-4-30(3), 33-5-20(5), 33-5-59(3), 33-5-75, 33-12-20(3)
12. PPL- letters informing us that Spark Energy is no longer our electric supplier
13. Sch. Co. Assessment Bureau- Change of assessment notice listing report
14. Red Barn Consulting- letter regarding L. Snyder 334 Covered Bridge Road applying for a NPDES stormwater permit for the construction of a poultry operation (sent to Ryan 3/16/16)
15. US Department of Commerce- information survey regarding municipality website (completed 3/16/16)
16. Responsible Recycling Services- electronics recycling company flyer
17. United Concordia Dental- Cancellation notice
18. Congress of the US Matt Cartwright- Staffing for adequate fire and emergency response grant program

19. Ridgeline Forestry & Wildlife Mgt- Letter regarding aid for private landowners in the management of their woodland
20. SKIT- letter asking for the townships help during the spring clean up to be held 4/21-24 from 9AM-12 Noon
21. PMRS- letter confirming Gary N address change
22. Leshner Mack Sales- Tax exempt (faxed 3/16/16)
23. Comcast- Letter regarding channel change and professional installation charge
24. LTAP- training flyer
25. PSATS News Bulletin- Jan-Feb 2016 issue
26. EMS World- March 2016 issue
27. PA Township News- March 2016 issue

**PUBLIC COMMENT PERIOD:** Barry Newswanger was present and thanked the road crew for a job well done over the winter months. He also addressed the board about taking over the maintenance of Hetzel's Church Road and Dad Burnhams Road. Supervisor Gainer commented that no progress has been done due to the lengthy commitment letter required by the Supervisors. Supervisor Gainer also stated that as residents they should contact PennDot and if no response then they have the right to contact their state representatives to apply pressure to fix and maintain the roads. Barry Newswanger also gave a brief update on the Pine Grove Ambulance calls for 2015.

**APPROVAL OF MINUTES:** Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the February 15, 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 February 2016 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$728,410.17. Included in this motion was the approval of payment of all bills presented and this includes the invoice received for the 2015 audit payable to Patton and Company CPAs. This motion unanimously carried.

**RECEIPTS:** The report of receipts (Feb 11-Mar 16, 2016) listing \$36,808.63 in EIT receipts, \$4,183.87 in regular General Fund receipts and \$206,817.40 in Liquid Fuels 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:** Roadmaster (RM) Neidlinger addressed the board stating the tractor (tiger machine) will need tires, he stated Ken's tires has Galaxy R4 tires at a cost of \$460.00 per tire.

RM Neidlinger also stated the Luisville (L-8000) was in for inspection, once it returned the pickup, racetruck and 2000 Mack were also due for inspection.

Supervisor Brown asked if there were roads that needed to be tarred and chipped that we want done in 2016. After some discussion Secretary Koch stated the roads that were discussed were Birds Hill, Flat Hill, and Fiddlers Roads. RM Neidlinger stated he would calculate the mileage.



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

The 2016 Kemmerling Road project bids were received by Benesch Engineering via PennBid, reviewed and presented to the board as follows:

Pennsy Supply	\$467,763.50
Landis C. Deck	\$480,285.05
Lehigh Asphalt	\$494,073.99
Barwis Construction LLC	\$504,049.10
M&J Excavation Inc.	\$531,127.26

A motion made by Supervisor Gainer awarding the 2016 Kemmerling Road project to Pennsy Supply with a winning bid of \$467,763.50, seconded by Chairman Lutz. This motion unanimously carried.

Ryan Fasnacht of Benesch Engineering also stated that he will work with Secretary Koch in completing the grants for Kemmerling Road. He stated if the township would be using liquid fuels funds he will need to inform PennDot of what portion would be liquid fuels money, anticipated grant money and general funds money. Ryan also stated that the township is responsible for preparing the road by grading and widening approximately 300 feet up to the intersection of Schwartz Valley Road and Kemmerling Road. After paving is completed the township is also responsible for completing roadway backup and driveway tie-ins. Supervisor Gainer added that pre-work needed to be done with the anticipation that Pennsy will start their work in July.

At this time the proposals for lawn care services were opened and read. It was noted that the following contractors attended a required pre-bid walk through with Roadmaster Neidlinger: Little Bugger Enterprises and Chris Light.

Upon motion made by Supervisor Gainer, awarding the bid proposal submitted by Chris Light to perform the 2016 lawn care, seconded by Chairman Lutz. 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 Nicholas Miller was received by the Sch. Co. Planning and Zoning Office regarding hearing decision and notice of appeal. The letter states Nicholas Miller was granted the use variance at the NW corner of intersection of Dad Burnhams Rd and Farm View Roads.

A copy of a letter addressed to Brian Musser was received by the Sch. Co. Planning and Zoning Office. The letter states the applicants plan for a poultry operation was accepted and set to be on the agenda June 15, 2016.

Supervisor Gainer stated that he would like to see the nutrient management plans prior to the county's approval if at all possible.

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

**BUILDING/DRIVEWAY REPORTS:** The February/March 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**.

Ryan Fasnacht gave an update regarding the office building. He stated the bids are currently out on PennBids and are due April 13, 2016. Before the next township meeting their will be a building code review.

**OLD BUSINESS:** Secretary Koch updated the board on the PPL, she stated she called Spark Energy and requested the contract which was unable to be supplied. She stated the township was locked into a variable rate with Spark Energy. She also stated she cancelled with Spark Energy and received notification of cancellation.

Secretary Koch stated she purchased the cell phone and changed the numbers on the website and other places listed. She requested that she disconnect the land line currently in use at her home. Supervisor Gainer asked when most of the calls were received by residents and Secretary Koch stated in the spring. Supervisor Gainer stated he'd prefer if the land line was still available through the end of the busy season, Chairman Lutz agreed. Supervisor Gainer stated waiting until the end of June to disconnect the land line.

Secretary Koch addressed the board regarding obtaining a credit card for township purchases. After some discussion Supervisor Gainer asked Solicitor Wiest if there was anything illegal with a township employee having a credit card backed by township funds. Solicitor Wiest stated there was not but a limit would need to be put in place.

A motion made by Supervisor Gainer authorized Secretary Koch to obtain a township credit card with her name on it through the First Citizen Community Bank Business Advantage Card with a limit of \$2500.00, seconded by Chairman Lutz. This motion unanimously carried.

**NEW BUSINESS:** Secretary Koch received a request from Statewide Tax Recovery Inc for the percapita tax for Ellen Seibert, Secretary Koch stated she reviewed the documentation for Ellen and confirmed it was accurate.

A motion was made by Supervisor Gainer approved the exemption for Ellen Seibert 2015 percapita tax, seconded by Chairman Lutz. This motion unanimously carried.

Secretary Koch stated she and Supervisor Brown attending the Intergovernmental Agreement meeting between Pine Grove Township, Tremont Township and Washington Township regarding the UCC Appeals Board members. Secretary Koch gave a brief update on the



agreement between the three townships and that over the past few years none of the township's have kept up with agreement. She stated the contract states each township is to nominate qualified residents to sit on the UCC Appeals board in the event it is needed because each municipality in PA must have an appeals board. After some discussion the following motions were made.

Motion made by Chairman Lutz to approve Secretary Koch to be Washington Townships UCC Appeals Board Committee Representative, seconded by Supervisor Gainer. This motion unanimously carried.


Upon motion made by Chairman Lutz to ratify the annual appointment of the UCC Appeals Board members to be: Frank Fox, Matthew Brandt, and Robert Pankake. Included in this motion was the ratifying of the annual appointment of the alternate of the UCC Appeals Board Members to be Thomas Hlavaty though January 2017, seconded by Supervisor Brown. This motion unanimously carried.

Supervisor Gainer address the Board and the public regarding the need for the position of Township Manager for Washington Township. He stated the Township has grown and feels there is a need for a full-time person rather than someone available sporadically. He asked the Board if they would consider the position. Supervisor Gainer stated he would look within the budget to find the savings for the salary rather than increase taxes at the expense of the residents. He stated if the funds could not be found within the existing budget then it would not be created.

Supervisor Gainer asked Chairman Lutz and Supervisor Brown if they were for the creating of the position and if so he would move forward with creating the ordinance and job description. Chairman Lutz stated he believes there is work for another person, he stated how RM Neidlinger is a hands on acting roadmaster where as other townships the roadmasters are more paperwork detailed and management. Supervisor Brown agreed there is a need for the position.

**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 7:59 p.m. This motion unanimously carried.

Respectfully Submitted,



Dawn A. Koch  
Secretary Treasurer  
Washington Township