

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF April 16, 2018

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, April 16, 2018.

Those in attendance were: Chairman Leon Lutz, Vice-Chairman Wendell Gainer, Jr., Supervisor Lynn Brown, Solicitor Rick Wiest and Dawn Koch, TM/Sec/Treasurer. Also, in attendance were: Robert Free, Gary Brown, Sal Varacalli, Richard Garman and Joan Schwer.

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. MRM Trust- Annual Dividends report for 2017
2. Keith Heinbach- March 2018 Tax collector reports
3. PennDOT- Letter regarding work being performed on 443
4. Lehigh Engineering- Letter regarding survey needed for Grist Mill for bog turtles
5. PPL- Letter regarding meter replacement project
6. DSim Design- letter of notice that a GP-7 permit has been filed on behalf of Robert Horning 66/80 Frantz Road for a residential driveway.
7. HDH Group- Liability insurance renewal notice.
8. Municipal Benefits Services- Rate Mitigation Allocation for 2017
9. PSATS- UC Benefits report
10. Sch. Co. Assessment Bureau- Copies of letter addressed to Keith Heinbach regarding veteran exemption for property tax.
11. Williamson Friedberg & Jones LLC- Copy of letter sent to Alfred Benesch & Company regarding township files.
12. Sch. Co. Conservation District- Copy of a letter addressed to Ryan Herber regarding an E&S plan
13. Lehigh Engineering, LLC- Letter informing the Board they have filed a GP-11 on our behalf
14. PSATS- 2018 Proposed resolutions and nominations report
15. Sch. Co. Affordable Housing Trust Board- letter regarding funds available to low income families
16. Highmark Blue Shield- Employee count survey
17. Tyler Powell- Right to know request regarding ACT 98 & 93 escrows
18. Light-Heigel & Associates, Inc.- Invitation to dinner during PSATS conference
19. PLGIT- Annual Proxy vote of the trustees
20. International City/County Management Assoc.- Survey
21. Emergency Preparedness Guide- Booklet available for purchase
22. Schuylkill Keep It Pretty- Volunteer opportunities
23. Sch. Co. Board of Realtors, Inc.- Letter regarding the PGA Joint Authority inspection fee for sewer system at time of purchase.
24. Pine Grove Joint Authority- Response to Sch. Co. Board of Realtors letter

25. Matt Cartwright- Invitation to Municipal Leaders' Conference
26. PSATS- Membership booklet
27. PSATS- 2018 membership date strip
28. PSATS- March 2018 News Bulletin
29. PA Township News- April 2018 issue
30. Email received from Barry Newswanger regarding the township taking over Wood Lane

Vice-Chairman Gainer stated he would like to talk about the correspondence received from Barry Newswanger under new business.

PUBLIC COMMENT PERIOD: Resident Bob Free was present and asked the Board if the Township would see any of the \$5.00 that is being collected on all Pennsylvania registrations to help with roads. The Board replied they were unaware of any funds coming into the Township.

APPROVAL OF MINUTES: Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the March 19, 2018 regular monthly meeting and the executive session prior without correction. This motion unanimously carried.

TREASURER'S REPORT AND BILLS FOR APPROVAL: Upon motion of Chairman Lutz, seconded by Supervisor Brown, the March 2018 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$645,396.96. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

RECEIPTS: The report of receipts (March 16-April 14, 2018) listing \$37,438.67 in EIT receipts, \$59,017.73 in regular General Fund receipts were approved upon motion of Chairman Lutz, seconded by Supervisor Brown. This motion unanimously carried.

ROADMASTER'S REPORT: Upon motion made by Chairman Lutz, declining the five (5) year winter maintenance contract between PennDOT and Washington Township, seconded by Supervisor Brown. This motion unanimously carried.

Roadmaster (RM) Brown gave an update on the water proofing of five (5) township bridges. He stated that along with the water proofing Grist Mill Road bridge needs underpinning repairs. He stated he did some research regarding the best way to repair the bridge and found a company that installs grout bags. He called NuPump to inquire about the process and cost. He stated the cost is \$18,000. After some discussion Vice-Chairman Gainer asked Koch to put together a clearly defined scope of work that can be used to create a bid document, communicate that with Lehigh Engineers.

RM Brown mentioned that Stoney Top Road is in need of repair. He stated there is a sink hole beginning to form. The pipe under the road is blocked on one side and water has built up under the road and is beginning to sink. His plan is to install a French drain.

Upon motion made by Chairman Lutz, approving the Roadmaster report for work performed between March 11- April 14, 2018, seconded by Vice-Chairman Gainer. This motion unanimously carried.

SOLICITOR'S REPORT: Solicitor Wiest was present and gave a brief update on the Krapf litigation. He stated he will review some of the entries since the township has been removed from the case to verify the township has in fact been removed from the case.

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**.

Letter addressed to White's Machine Shop regarding final plan approval.

Letter addressed to Kevin & Cheryl Humma regarding Humma Moyer Station Road Subdivision being administratively complete and on the Planning and Zoning agenda for the April 18, 2018 meeting.

SEWAGE ENFORCEMENT OFFICER'S REPORT: A list of March 2018 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 presented the Board with information regarding a 457b retirement plan for the employees. She stated she was working with Voya and PSATS to find a program that would work with the township. She stated that Voya had stopped responding but gave information that was received from PSATS. Koch stated the first step was to advertise an ordinance which would allow employees to enter into contract with PSATS 457b retirement plan. Vice-Chairman Gainer asked Koch to give the ordinance to Solicitor Wiest for review. Vice-Chairman Gainer asked Koch to put together a sample plan that can be reviewed as a Board to agree to or modify.

A motion made by Chairman Lutz formally adopting Ordinance 2018-2 Establishing Speed Limits on certain Township Roadways, seconded by Vice-Chairman Gainer. This motion unanimously carried.

Koch update the Board on the liability insurance renewal for the 2018-19 year. She stated there was a slight increase but still a savings form. Upon motion made by Vice-Chairman Gainer approving to keep the current liability and workers comp insurance for the 2018-19 year, seconded by Chairman Lutz. This motion unanimously carried.

Koch gave a brief description regarding how items are sold on Municibid. She stated once items are ready to be sold a list must be advertised and then posted with the notification that items can be found on Municibid to be sold.

Koch updated the Board regarding the generator quotes received since the last meeting. She stated only one was received from DynaTech. Vice-Chairman Gainers stated he would like to write up a bid document with specifications needed to run the township in the event of an emergency. He stated he will have the bid documents prepared to advertise at the next meeting.

NEW BUSINESS: Koch presented the Board with options for a fall electronics recycling event. Koch stated Saturday's are at a high cost but more convenient for the residents. She gave a list of

available Saturdays to choose from. Vice-Chairman Gainers stated he thinks it's a great idea and good for the environment and residents. Chairman Lutz agreed to explore the Saturday for one year to evaluate the cost. The Board asked Koch to choose a date and hold the event.

Koch informed the Board that the employee road crew reviews for 2017 had been completed and the outcomes were positive. Vice-Chairman stated a succession plan is in the beginning phases. He stated in the near future the Township is going to have to look into hire another laborer to learn the ins and out of the Township and be prepared for upcoming retirements.

Upon motion made by Vice-Chairman Gainer approving the three Statewide Tax Recovery exemptions for Michael & Kathern Minnihan and Steff Sampson, seconded by Chairman Lutz. This motion unanimously carried.

Upon motion made by Vice-Chairman Gainer approving four consent for compromise of taxes forms submitted by the Schuylkill County Tax Claim Bureau for Koppenhaver \$12.58, Miller \$11.28, Wessner \$16.18 and Witmer \$3.26, seconded by Chairman Lutz. This motion unanimously carried.

Koch stated she received an email from Barry Newswanger regarding property owned by his parents on Wood Lane that he would like to sign over to the Township. Vice-Chairman Gainer stated he forward the request to Solicitor Wiest and asked him to advise. Solicitor Wiest stated the Township would need to review the road conditions, is it solid, does it go somewhere because the Township does not take on Col de sacs, and is it liquid fuels eligible. He stated it is not the responsibility of the township to look into those requirements. Vice-Chairman Gainer thanked the Newswanger family for thinking of the Township. He requested that Koch write Mr. Newswanger a letter requesting what the composition of the road is (dirt or asphalt prepared), is it a thruway or dead-end road, and would it qualify for liquid fuels tax reimbursement. Vice-Chairman Gainer stated the Board would need answers to those inquiries before a decision by the Board can be made. Chairman Lutz added to request the width of the road. Vice-Chairman Gainer also added the request for a drawing with dimensions of the roadway. Resident Gary Brown added the inquire to the number of houses the road services. The Board agreed to add that question to the letter.

ADJOURNMENT: There being no further business to come before the Board of Supervisors of Washington Township, upon motion of Chairman Lutz, seconded by Vice-Chairman Gainer, the meeting adjourned at 7:53p.m. This motion unanimously carried.

Respectfully Submitted,



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