

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF May 18, 2015

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, May 18, 2015.

Those in attendance were: Chairman Leon Lutz, Supervisor Lynn Brown, Vice-Chairman Wendell Gainer, Secretary-Treasurer Dawn Koch and Solicitor Rick Weist. Also, in attendance were: Roadmaster Gary Neidlinger, Joan Schwer, Bob Free, Jillian Bickelman, Gary Brown and Scott Hetrick.

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. Sch. Co. Assessment Bureau- Appeals hearing notice for Frederick & Helen Leffler
2. Benesch Engineering- Invitation to a golf outing lunch 5/29 Hidden Valley Golf Course
3. Schuylkill County Court House- 2015 Community Development Block Grant info, due 8/7/15, also requested to attend a public hearing on 6/3
4. Pfeiffer, Brown, DiNicola & Frantz- letter regarding PA UCC Intermunicipal Agreement
5. Sch. Co. Conservation District- letter regarding notice of termination of Summer Hill subdivision
6. Sch. Co. Conservation District- letter regarding NPDES Permit requirements for Hidden Valley Estates Phase IV
7. Sch. Co. Conservation District- letter regarding notice of termination of Hill Top Manor- Phase 1
8. Sch. Co. Conservation District- letter regarding notice of termination of Summit Grove Subdivision
9. Sch. Co. Conservation District- letter regarding notice of termination of Deerview Estates LLC
10. Sch. Co. Conservation District- letter regarding notice of termination of Stauffer Moyer Tract Subdivision
11. Melanie Heinbach- Tax Collectors reports for April 2015
12. Vanguard- Semiannual Report
13. Asphalt Maintenance Solutions- Certificate of Insurance
14. PA Dept of Environmental Protection- results of the annual onlot sewage disposal program
15. PSATS- 2014 annual report
16. Signature Information Solutions- Right to know March Tax collector reports
17. Capital Blue Cross- Federal Medicare Secondary Payer survey
18. Williams Friedberg & Jones- Copy of letter requesting ordinance 2015-1 & 2015-2 be submitting into the law library

19. ICMA-survey
20. John Yurconic Agency- flyer
21. Pennsy Supply- address change request
22. Capital Blue Cross- Pet insurance flyer
23. PA Township News- May 2015 issue
24. PSATS- April-May News Bulletin, do's and don'ts of liquid fuels, adopted resolutions
25. LIPP- Sewage insurance programs
26. Several catalogs

PUBLIC COMMENT PERIOD: Gary Brown was in attendance and addressed the Board regarding a collapsed property that is falling down on Hickory Road, stated the Community Block Grant could possibly be used for that; he also addressed the condition of the junipers at the Township Park and gave a suggestion in taking care of them.

APPROVAL OF MINUTES: Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the April 20, 2015 regular monthly meeting without additions or corrections. This motion unanimously carried.

TREASURER'S REPORT AND BILLS FOR APPROVAL: Upon motion of Chairman Lutz, seconded by Supervisor Brown, the April 2015 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$852,915.98. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

RECEIPTS: The report of receipts (Apr 15-May 13, 2015) listing \$26,800.84 in EIT receipts, \$146,458.04 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: Roadmaster (RM) Neidlinger gave an update as to where the road crew is in fixing pot holes and what direction will be taken after pot holes are complete.

RM Neidlinger requested approval from the Board for the quote given by EJ Breneman to perform the road sign inventory. Upon motion made by Chairman Lutz, approving EJ Breneman to perform the Washington Township road sign inventory and reporting up to 400 signs for \$2,000.00, seconded by Supervisor Brown. This motion unanimously carried.

RM Neidlinger stating that Charlie Paris will be at the Township on May 27, 2015 to inspect Kemmerling Road, he stated that he would also close the road for the period of time the road work is being completed. Chairman Lutz requested that RM Neidlinger asked Charlie Paris about the back around by the covered bridge to be paved using Liquid Fuels funds and if that is not approved he asked the Board to consider using General Funds to pave.

RM Neidlinger presented the Board with prices for a new laser transit. Upon motion of Chairman Lutz, approving RM Neidlinger to purchase a new Topcon Laser Transit from Service Supply, seconded by Supervisor Brown. This motion unanimously carried.

RM Neidlinger informed the Supervisors that he received a call from a resident regarding washout on Louck Road, RM Neidlinger requested that a Supervisor accompany him in viewing the area of the washout. RM Neidlinger stated he would be in touch with the Supervisors when he was available to go view the area.

RM Neidlinger stated a resident on Hidden Acres Lane put a wooden horse in an area of the right away that would prevent them from plowing, he stated on the wooden horse was a sign that said "do not remove" after some discussion the Supervisors instructed Solicitor Wiest to get the true figures of the right away via the subdivision plan, then send a letter to property owners stating that if they have property on the right away and it is damaged it is at the owners expense.

RM Neidlinger presented the board with a list of equipment; Supervisor Gainer requested that Secretary Koch create a spreadsheet to keep a rolling spreadsheet as equipment is retired and purchased.

RM Neidlinger gave a brief overview of the flagger course he and the road crew attended.

Chairman Lutz questioned RM Neidlinger when the trees on Newswanger Road will be cut down; RM Neidlinger stated beginning of June. Supervisor Gainer asked what the Township involvement would be RM Neidlinger state use of the chipper, cleaning up brush and taking wood to the property owner with use of the backhoe, Chairman Lutz asked if the road would be closed and RM Neidlinger confirmed the closure.

Supervisor Gainer stated he had an opportunity to meet with PennDot officials regarding the Township taking over the maintenance of Hetzel's Church Road and Dad Burnham's Road. The PennDot official's stated immediate repairs will be done on large issues; in July begin to repair remainder of potholes. A turn back offer was given to the Township back in 2008 but was turned down. Supervisor Gainer requested another proposal. The benefit would be having the repairs under the Township control, but Supervisor Gainer wants to be sure it is financially sound for the Township.

Upon motion by Supervisor Gainer, requesting permission to write a letter to PennDot requesting a turn back proposals for Hetzel's Church Road and Dad Burnham's Road, seconded by Supervisor Brown. This motion unanimously carried.

Supervisor Gainer submitted Kemmerling Road drawings for filing and also the permit to be signed by Chairman Lutz allowing Benesch Engineering to proceed with the permit process.

Supervisor Gainer also addressed the public apologizing for missing the advertised Township Office Building Special meeting.

Upon motion by Supervisor Gainer, approving to advertise the rescheduled special meeting to discuss the Township Office Building, June 1, 2015 at 7:00pm, at the Municipal Building, seconded by Supervisor Brown. This motion unanimously carried.

SOLICITOR'S REPORT: Solicitor Wiest stated that Ordinance 2015-1 and 2015-2 was submitted to the law library on April 22, 2015.

Solicitor Wiest also stated that we received a letter from Pfeiffer, Brown, DiNicola & Frantz regarding the PA UCC agreement between Pine Grove Township, Tremont Township and Washington Township stating one of the three parties have stated they would like to leave the agreement, he stated since it was not us that we will wait until we hear from the other two parties before acting.

Solicitor Wiest also stated he met with Jim Caravan of Wayne Township and Jim Wallbillich of South Manheim Township to discuss how the three townships would share the Workers Compensation premium costs incurred by Wayne Township. Wayne Township agrees that half of Washington Township's population is covered by Pine Grove Borough and the other half is covered by Wayne Township fire companies. This issue is calculating the South Manheim's portion to correctly calculate Washington Township's portion. He stated that the Wayne Township's Workers Comp insurance has tripled in the past few years and is currently around \$20,000. We are currently waiting for South Manheim to make a proposal so that we can move forward.

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

Two letters were received from the Sch. Co. Planning and Zoning Office in regards to Richard & Mae Berger subdivision and also Mountain Road Estate Estates Annexation both meetings to be held May 20, 2015.

SEWAGE ENFORCEMENT OFFICER'S REPORT: The April 2015 report of Larson Design was received and reviewed. A copy of this report will be kept on file at the **Municipal Office**.

BUILDING/DRIVEWAY REPORTS: The April/May 2015 UCC-plan permits report of Alfred Benesch & Company was received and reviewed. A copy of this report will be kept on file at the **Municipal Office**.

OLD BUSINESS: Secretary Koch stated that the life insurance and short term disability insurance quotes were received however the renewal wasn't due until November; she requested tabling the quotes until the October meeting until the PSATS quotes are received.

Scott from HA Thompson visited the Township ballpark on Monday, May 18, 2015 to review the uninsured items, he stated he would not have a quote until the June meeting, Secretary Koch stated the quote would be available for the June meeting.

Secretary Koch gave an update on the new phones for the road crew, she stated that they were ordered on May 17, 2015 and would arrive within the week. The phones cost \$99.99 each plus an upgrade fee which would be billed on the monthly bill.

The Knarr/Oberholtzer subdivision plan was submitted at the April meeting but was not approved at that time due to not having enough information on the subdivision plan. Supervisor Gainer requested a detailed explanation for allowing Secretary Koch to sign the subdivision plan. Secretary Koch received that explanation via email from Larson Design and forward onto Supervisor Gainer; Supervisor Gainer granted the approval based on the detailed explanation.

NEW BUSINESS: Motion by Chairman Lutz approving the exemption for 2012 per capita tax for Karen Knight, seconded by Supervisor Gainer. This motion unanimously carried.

The adoption of resolution 2015-Three floodplain fee schedule was tabled until the June meeting.

Two subdivisions were presented to the Board, one for a 2 acre break off of Yvonne Fischer-Biondo to her son, and the other was the subdivision of land from Richard Berger to his daughter, the Board approved the subdivisions plans.

We received a tax exoneration refund request from Melanie Heinbach for a resident who was exonerated due to veteran's status; Secretary Koch requested approval of the refund. The Board approved the refund of \$166.70.

Secretary Koch addressed the Board regarding the use of her personal credit card for purchasing Township items and asked if they were interested into looking into getting a Township credit card, Supervisor Gainer asked if it was an issue for Secretary Koch to use her card, she said not therefore Supervisor Gainer said no reason in getting one at this time.

Supervisor Gainer requested the approval of the following changes to the employee handbook. Page 15 item 25 personal property be amended to "In the case that personal property is damaged while being used performing Township business only property that is not covered by personal insurance will be considered for repair or replacement by the Township upon approval of the Board of Supervisors."

Upon motion by Supervisor Gainer approving to change the personal property item on page 15 of the employee handbook, seconded by Chairman Lutz. This motion unanimously carried.

Page 12 item 9 overtime be amended to "The calculation of overtime hours will not include sick or personal leave during the scheduled workweek."

Upon motion by Supervisor Gainer approving to change the overtime item on page 12, seconded by Supervisor Brown. This motion unanimously carried.

Chairman Lutz addressed the Board with regards to the public comment of Gary Brown and the maintenance of the Junipers at the Township Park. After a brief discussion a decision was made to accept Gary Brown's recommendation as many times as needed to maintain the Township Park.

Chairman Lutz addressed the Board regarding the dead limbs and trees that are at the ballpark, he suggested that RM Neidliger get a quote to have the dead limbs and trees removed.

RM Neidlinger addressed the Board regarding the playground at the ballpark; he stated that the Township should add more of the rubber mulch. The Board approved RM Neidlinger to purchase the rubber mulch to the ballpark playground.

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 8:29p.m. This motion unanimously carried.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Dawn A. Koch".

Dawn A. Koch
Secretary Treasurer
Washington Township