

WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING OF May 17, 2021

The Board went into executive session at 6:16pm to discuss personnel. They returned at 6:56pm with no decisions being made.

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, May 17, 2021.

Those in attendance were: Chairman Leon Lutz, Vice-Chairman Wendell Gainer, Jr., Supervisor Lynn Brown, and Dawn Koch, TM/Sec/Treasurer. Also in attendance were Gary Brown and Bob Free.

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. PMRS- 2019 Pension Statement update
2. Sch. Co. Election Bureau- Notice of May 18<sup>th</sup> Municipal Primary Election
3. PMRS- Certificate of benefits for Gary Wolfe
4. FEMA- National Flood Insurance Program Regulations
5. Corrado Custom Homes Inc- Certificate of Liability
6. PSATS- Membership cards
7. Gary Brown- Resignation letter for auditor position
8. Sch. Co. Planning & Zoning- Annexation Plan for Griffiths on Sweet Arrow Lake Road
9. AMS- 2021 Road Work documents
10. MRM Property & Liability Trust- Annual meeting proxy
11. MRM Worker's Comp Trust- Annual meeting proxy
12. MRM Trust- 2021-22 Projected payroll for worker's comp
13. Jones & Co.- Audit letters
14. Sch. Co. Office of Public Safety- New address for 65 Ball Park Lane
15. Keith Heinbach- April 2021 Tax Collector reports
16. H-GAC- Cooperative purchasing program confirmation of Asphalt Zipper
17. PA DEP- Earth disturbance inspection report
18. FEMA- Floodplain ordinance update confirmation
19. Sch. Co. Assessment Bureau- letters addressed to Tax Collector regarding new assessments.
20. Gary Brown- Certificate of insurance
21. PA Township News- May issue
22. Flyers, catalogs, advertisements

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

**APPROVAL OF MINUTES:** Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the April 19, 2021 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 April 2021 Treasurer's Report was approved with a balance in all accounts, before receipts and bills, was \$883,077.64. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

**RECEIPTS:** The report of receipts (April 15-May 12, 2021) listing \$20,828.80 in EIT receipts, \$155,174.12 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 not present.

**ROADMASTER REPORTS:** Three bids were presented for lawn care services, Whips Lawn Care, Little Bugger Enterprises, and S&S Lawn & Landscaping. Bids were read out loud as follows:

Bidder	Municipal Complex	Ball Park
Whips Lawn Care	\$65	\$130
Little Bugger Enterprise	\$81.25	\$246
S&S Lawn & Landscaping	\$150	\$250

Vice-Chairman Gainer asked to come back to the bids after he had an opportunity to review total costs.

Road Master Brown gave a brief explanation of the updated plan for Wild Cherry Road. Due to the current condition being more extensive than last year the planned repairs will not be done. Wild Cherry will be scheduled for cold in place repair in 2022 and Kutz Farm and Fawn Roads will be repaired this year.

Upon motion made by Chairman Lutz approving the hiring of Hunter Legarht at \$10.00 per hour for summer help at maximum of 20 hours per week, seconded by Vice-Chairman Gainer. This motion unanimously carried.

Upon motion made by Chairman Lutz approving the Road Master's report, seconded by Vice-Chairman Gainer. This motion unanimously carried.

Upon motion made by Vice-Chairman Gainer, approving the bid received from Whips Lawn Care at \$65 at the Municipal Complex and \$130 at the Ball Park, seconded by Chairman Lutz. This motion passed, with Supervisor Brown abstaining from voting.

**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**.



**SEWAGE ENFORCEMENT OFFICER'S REPORT:** A list of April 2021 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**.

A letter received by the Schuylkill County Planning & Zoning office addressed to Elizabeth Griffiths, Brandy Lehman, & Daniel Olds regarding an annexation plan for Elizabeth Griffiths. The plan was determined to be administratively complete and will be on the June 9, 2021 agenda.

**OLD BUSINESS:** Koch informed the Board that Wilson Consulting will be doing an inspection on Roedersville Bridge on Friday, May 21, 2021 and will have a proposal for the June meeting.

Koch stated she had a meeting with Wilson Consulting and PennDOT regarding the Kutz Multimodal Grant project. She stated the environmental study completed, but we are still waiting on the ROW, Utility, and TS&L approvals to go to final design and bid documents.

The Board met with Scott Chivinski of Spott's Bros regarding the repairs to the windows. After some discussion Vice-Chairman asked for a written protocol of the repairs being done to each window, Scott agreed. A warranty was also requested, and Scott stated a one-year warranty beginning at the time the final window is repaired.

Vice-Chairman Gainer addressed the residents by addressing a statement he made at the April meeting regarding the township not using an architect to design the building. Vice-Chairman Gainer corrected himself by stating an architect was used in designing the building.

**NEW BUSINESS:** Koch updated the Board regarding the unpermitted driveways on Birds Hill and stated she wrote them both a letter asking for a purpose of their driveways and one of the residents responded but the other had not. After some discussion, the Board decided to extent the other resident another opportunity to pay the driveway permit fee without penalties. Koch was asked to send a letter to the second resident requesting them to submit a permit application and fee.

Upon motion made by Vice-Chairman Gainer approving the 2021 PerCapita exemption submitted by Tax Collector Keith Heinbach, seconded by Chairman Lutz. This motion unanimously carried.

Upon motion made by Chairman Lutz approving Nick Miller as auditor to complete the 2021 year, seconded by Supervisor Brown. This motion unanimously carried.

Upon motion made by Vice-Chairman Gainer to amend the organizational chart to have the Road Master and Township Manager positions to report to the Vice-Chairman position, seconded by Chairman Lutz. This motion carried. Supervisor Brown abstained from voting.

**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 7:58 p.m. This motion unanimously carried.

Respectfully Submitted,



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