

WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING OF August 17, 2015

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, August 17, 2015.

Those in attendance were: Chairman Leon Lutz, Supervisor Lynn Brown, Vice-Chairman Wendell Gainer, Secretary-Treasurer Dawn Koch, and Solicitor Rick Wiest. Also, in attendance were: Roadmaster Gary Neidlinger, Joan Schwer, Jillian Bickelman, Bob Free, Barry Newswanger, Layne Frantz and Robert Brown.

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. Benesch Engineering- Copy of the multimodal grants
2. Resident Complaint received via website
3. Lengert Law- letter regarding property damage
4. EJB Paving- Final bid paperwork for Newswanger Road
5. Sch. Co. Assessment- Change of Assessment notice report
6. Melanie Heinbach- July 2015 Tax Collectors report
7. Keepsake Homes Inc- Certificate of Liability insurance
8. FEMA- Copy of a letter addressed to Mark Sandler regarding floodplain map amendment
9. Rep. Mike Tobash- Copies of letters address to DCED regarding the multimodal grants
10. Senator David Argall- Copy of a letter addressed to DCED regarding the multimodal grants
11. Office of Public Safety- Copy of letter addressed to Bradley & Dawn Tucker regarding 911 address
12. Sch. Co. Tax Claim Bureau- Judicial Sale list to be held in October
13. PA DEP- Letter regarding the approval of the Fischer-Blondo to Fischer subdivision
14. Office of DA Sch. Co.- Letter regarding the formation of Code Enforcement Officers Assoc.
15. Office of Public Safety- Copy of letter addressed to Shelley Ulrich & Roger Mountz III regarding 911 address
16. Statewide Tax Recovery- Letter informing the Township of the passing of the Statewide Tax Recovery President, David Woodring
17. Sch. Co. Conservation- Copy of letter addressed to Matthew Fischer regarding erosion & sediment control plan review meeting the requirements
18. Sch. Co. Conservation- Copy of letter addressed to Brian Musser regarding NPDES Permit application stating it is incomplete and needs further review due by October 5, 2015

19. Sch. Co. Conservation- Copy of Earth Disturbance Inspection report for Clair Garman Poultry Operation Expansion
20. PA Township News- August 2015 issue
21. Several flyers and catalogs

**PUBLIC COMMENT PERIOD:** No public comment

**APPROVAL OF MINUTES:** Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the July 20, 2015 regular monthly meeting and the Special Meeting held August 11, 2015 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 July 2015 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$935,320.72. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

**RECEIPTS:** The report of receipts (July 20 – Aug 13, 2015) listing \$19,458.48 in EIT receipts, \$14,607.79 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) Gary Neidlinger was in attendance and presented the board with an update on the milling, he stated the road crew milled out Kemmerling, Flat Hill, Fidlers, and Louck roads where the spots were bad.

Mountain Road at Sweet Arrow Lake road was completed by Schuylkill Paving; no water sits on the intersection after rain.

Double sealcoat was started the day of the meeting, Dewalt Road is complete but there was an issue with equipment therefore, Spancake Road will be completed August 18, 2015.

Work on Newswanger Road will begin which will close the road to traffic.

Called several vendors for quotes on line painting, received two quotes back and a decline to quote from A1 Traffic Control. Alpha Space Control, Co. Inc. quoted \$9,817.50 for 178,500 LF of 4" single yellow line (0.055 per LF) and DBI Services quoted \$9,873.60 for 179,520 LF of 4" single yellow line (0.055 per LF). Supervisor Gainer asked RM Neidlinger of the quotes received which would he prefer to work with? RM Neidlinger struggled to make a recommendation to the Board regarding which vendor to choose he stated it should be up to the Board to make the choice, Supervisor Gainer stated they will make the decision but wanted RM Neidlinger input regarding vendor. Upon motion by Chairman Lutz, approving DBI Services to perform the line painting within Washington Township at a price of \$9,873.60, seconded by Supervisor Brown. This motion unanimously carried.

RM Neidlinger stated the Boom mower was out of service for one week until parts were received, 2 gears and a chain were replaced.



RM Neidlinger stated he had trouble determining the right of way for the subdivision of Hidden Acres. Solicitor Wiest confirmed with RM Neidlinger that between the map and the road they could not determine where the center of the roadway was. Solicitor Wiest suggested getting Benesch Engineering involved to determine where on the ground the center would be to determine the radius. Upon motion by Supervisor Gainer granting Solicitor Wiest approved to contact Benesch Engineering to identify the center of the true circle of Hidden Acre Road to be able to determine the right of way, seconded by Chairman Lutz. This motion unanimously carried.

RM Neidlinger stated the fan on the furnace in the garage needs to be rebuilt before winter; he stated he knows of someone in Myerstown that could possibly do it. Supervisor Gainer asked RM Neidlinger to stop by and pick up information regarding the rebuild. RM Neidlinger also stated the garage doors in the garage are rusting and need to be replaced. Supervisor Gainer stated he would like to add the door replacement into the new office building bid package.

RM Neidlinger asked if there was any news on the high flow skid loader, Supervisor Brown stated they plan to wait until the New Year to put it out for bid.

Supervisor Brown addressed RM Neidlinger regarding the curb that was quoted by EJB in the road work project for 2015, he stated Chris from EJB requests a preconstruction meeting with RM Neidlinger, Supervisor Brown, Chairman Lutz before construction begins due to not being able to add the requested curb.

**SOLICITOR'S REPORT:** No items listed for Solicitor Wiest.

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

**SEWAGE ENFORCEMENT OFFICER'S REPORT:** The July 2015 report of Larson Design and the combined report from July 6 – Aug. 2, 2015 of Alfred Benesch & Company was received and reviewed. A copy of this report will be kept on file at the **Municipal Office**.

**BUILDING/DRIVEWAY REPORTS:** The combined report from July 6 – Aug. 2, 2015 of building permits issued by Alfred Benesch & Company was received and reviewed. A copy of this report will be kept on file at the **Municipal Office**.

**OLD BUSINESS:** Upon motion by Supervisor Gainer, awarding architectural services and bid package as professional service to Gordon Denlinger, these services are to include all plan drawings sealed by a registered architect at a cost of \$11,888.00, specification required for construction of the office building at a cost of \$1,715.00 and the preparation of the bid packet at a cost of \$570.00 for a total of \$14,173.00, seconded by Chairman Lutz. This motion unanimously carried.

Secretary Koch presented the board with the quotes received regarding employee health, dental and vision insurance. Secretary Koch requested the Board approve a special meeting to discuss the options in more detail. Upon motion by Supervisor Gainer, approving Secretary Koch to

advertise for a special meeting to discuss employee benefits the meeting will be held on Wednesday, September 9, 2015 at 7:00pm at the Municipal Building, seconded by Chairman Lutz. This motion unanimously carried.

**NEW BUSINESS:** The Board adjourned for an executive session at 7:42pm returning at 7:48pm with now decisions being made.

Upon motion by Supervisor Gainer approving the purchase of two reserve signs to be used for the Township Park rentals, not to exceed \$200.00, seconded by Chairman Lutz. This motion unanimously carried.

Secretary Koch presented the board with different payroll option changes, one being the purchase of a time clock. Secretary Koch gave a brief description of each quote but suggested the Easy Clock being the most valuable because it allows the road crew to clock in using their iPhones if needed. Upon motion by Supervisor Gainer granting approval to Secretary Koch to purchase a time clock and service agreement with Easy Clocking, seconded by Supervisor Brown. This motion unanimously carried.

Secretary Koch suggested that the Board consider changing general fund banks in the New Year; she suggested changing to a more advanced bank allowing for direct deposit and online banking. The Board requested tabling this until the November meeting.

The fall road tour and winter help were discussed together, Supervisor Brown suggested if the township was to hire help for the winter that person should be a long for the fall road tour, the scheduling of the fall road tour was tabled until winter help was hired. Upon motion by Chairman Lutz, approving Secretary Koch to advertising for part-time winter help for snow removal, seconded by Supervisor Brown. This motion unanimously carried.

Upon motion by Supervisor Gainer, approving Secretary Koch to advertise a budget workshop meeting to be held Wednesday, September 16, 2015 at 7:00pm at the Municipal Building, seconded by Supervisor Brown. This motion unanimously carried.

Secretary Koch presented the Board with a RM report template that she found on the web which clearly states the work being performed within the Township by the road crew. She suggested that RM Neidlinger begin using the report to be included in the public packet so that it is better understood by the residents and easy to follow. The Board reviewed the material and tabled the discussion until the September meeting.

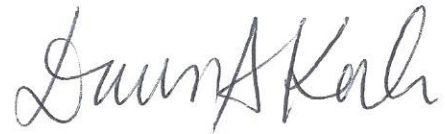
Secretary Koch presented the Board with a resolution she found that provides an exemption to CMV driving time limits during certain emergencies. Last winter RM Neidlinger stated that he and the road crew were driving over the required time limits put in place for CDL drivers. Secretary Koch stated this resolution would help protect the township and the road crew in the event of an emergency situation. Secretary Koch stated that if a situation arose where the road crew would need to go over the CDL time limit the Chairman of the Board can declare an emergency situation granting approval to the road crew to exceed the CDL time restriction. Upon



motion by Supervisor Gainer, approving the adoption of resolution 2015-4 CMV Emergency declaration policy, seconded by Chairman Lutz. This motion unanimously carried.

**ADJOURNMENT:** There being no further business to come before the Board of Supervisors of Washington Township, upon motion of Chairman Lutz, seconded by Supervisor Gainer, the meeting adjourned at 8:24 p.m. This motion unanimously carried.

Respectfully Submitted,



Dawn A. Koch  
Secretary Treasurer  
Washington Township