

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF September 19, 2016

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, September 19, 2016.

Those in attendance were: Chairman Leon Lutz, Supervisor Wendell Gainer, Jr., Supervisor Lynn Brown, Secretary-Treasurer Dawn Koch, and Solicitor Rick Wiest. Also, in attendance were: Roadmaster Gary Neidlinger, Joan Schwer, Bob Free, Ryan Fashacht, Barry Newswanger, Josh Carl, Sal Varacalli and Rex Klinedinst.

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. Nationwide Insurance- Builders Risk policy for new Township building
2. PA Liquor Control Board- changing to ACH payments of fees
3. Benesch Engineering- Copy of permit sent to DEP for the additional pipe work on Kemmerling Road
4. Pennsy Supply- Payroll registers for Kemmerling Road work
5. DCED- Returned receipt from loan submission
6. Melanie Heinbach- August 2016 Tax Collectors Report
7. Department of Auditor General- Liquid Fuels audit for 2014-2015
8. Sch. Co. Assessment Bureau- Copy of letter addressed to Melanie Heinbach regarding a veteran exempt tax payer
9. Sch. Co. Conservation District- Letter addressed to Jeremy & Ryan Schaeffer regarding the submission of an erosion & sediment control plan review
10. Sch. Co. Conservation District- Letter regarding Dirt, Gravel, & Low volume Road grants
11. PA DEP- Copy of earth disturbance inspection report for Linford Snyder Poultry Operation
12. Sch. Co. Conservation District- Letter addressed to Bob Kensinger Jr. regarding the submission of an erosion & sediment control plan review
13. Vanguard- Conformation of the full transfer of funds from a prime money market to a federal money market
14. Eastern PA Youth Soccer Assoc.- Certificate of insurance
15. Wood Originals- Certificate of insurance
16. Malkames Law Office- right to know regarding WBRE Tower (turns out not our Washington Township)
17. Signature Info Solutions, Inc.- Right to know June and July Tax reports

18. Nicole Mijares- Right to know employee records, responded 9/9/16 that all info requested was on website, supplied link
19. Mike Tobash office- FYI on CFA small water & sewer grants
20. Mike Tobash office- FYI on tree planting to improve water quality grants
21. Sch. Co. Twp. Officials Assoc.- Annual convention 10/19/2016 \$25 per person, Mt. Valley Golf Course 4:30pm
22. PSATS- 2016 ballot for election of trustee
23. PA Township News- September 2016 issue
24. Several flyers and catalogs

PUBLIC COMMENT PERIOD: Bob Free was present and noted the good job the new mowing crew was doing.

APPROVAL OF MINUTES: Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the August 15, 2016 regular monthly meeting without correction along with the September 10, 2016 Road Tour without correction. This motion unanimously carried.

TREASURER'S REPORT AND BILLS FOR APPROVAL: Upon motion of Chairman Lutz, seconded by Supervisor Brown, the August 2016 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$1,000,235.36. Secretary Koch stated the invoice to CW Breitsman was incorrect due to the removing of Layne Frantz from the insurance. She stated the insurance company requested the invoice be paid in full at \$3,696.66 and the credit will be issued on a future bill, all Supervisors were in agreement. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

RECEIPTS: The report of receipts (Aug. 12-Sept. 14, 2016) listing \$27,903.49 in EIT receipts, \$12,978.27 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 a brief update on the work being completed at the park due to the vandalism. He stated new tin has been installed, electrician was out to make repairs and RM Neidlinger discovered another light that was broken in the front of the pavilion. The playground should be completed within the next two weeks.

RM Neidlinger stated he contacted Berks Line Striping, A1 Traffic Control, DBI Services and Alpha Space Control Co., Inc. we received quotes back from DBI Services and Alpha Space Control. Secretary Koch stated that since one of the bids received went over the \$10,500 limit on advertisement requirements three (3) written quotes needed to be received. RM Neidlinger stated A1 Traffic Control declined to bid, Secretary Koch stated she would contact A1 Traffic Control and get a written decline to bid.

Upon motion made by Chairman Lutz approving the painting of the red list and blue list (supplied by Secretary Koch) and the addition of Kemmerling Road awarded to DBI Services upon receipt of the third written quote/ decline, seconded by Supervisor Brown. This motion unanimously carried.

The Supervisors asked RM Neidlinger to get a quote on the cost of milling Mountain Road from Sawmill Road to the end.

RM Neidlinger stated the L-8000 needed two (2) tires at a cost of \$360.00 each, it is also in need of a flex pipe.

A discussion took place regarding the water issue on Browns Road. Resident Rex Klinedinst was present and stated he was not in favor of installing a pipe going across the road, but suggested putting in tile along the side. RM Neidlinger asked if a 2x2 box should also be installed with the tile and Chairman Lutz stated his concern would be how often it would be checked and cleaned. Rex also suggested adding black top to build up the road.

RM Neidlinger asked the Supervisors if he could utilize the seasonal workers due to being down one (1) FT employee. They agreed, Chairman Lutz stated he would like to have Joshua Carl present when RM Neidlinger begins to prepare the winter equipment so that he can be trained.

Secretary Koch went over the 2017 Road Work plan submitted by RM Neidlinger for the double seal coat, the total estimate came to \$87,159.36 for Doe Drive, Natures Road, Covered Bridge Road and Hill Top Road. Mountain Road would be a separate cost.

RM Neidlinger went over the pipe concerns he had. Supervisor Brown asked Ryan Fashacht what the expiration is on a permit for pipe work, Ryan stated they do not expire. However, getting the permits can be costly depending on what is needed and if a permit is required. Supervisor Gainer asked RM Neidlinger to catalog all the pipes in the township and evaluate their current conditions. Supervisor Gainer also stated we need to keep an eye on bridge reports that come from the state.

The Board discussed the purchase of a new skid loader. Supervisor Gainer asked Secretary Koch to get previous quotes refreshed and also coordinate a time with RM Neidlinger to get a quote on a trade-in, set up appointment to have all present at one time.

Secretary Koch presented the Board with the quotes received from approved CoStar participants. Upon motion made by Supervisor Gainer approving the quote from Pennsy Supply, Inc. at \$16.09/ton for 700 ton of AS3 antiskid, seconded by Supervisor Brown. This motion unanimously carried.

Supervisor Gainer asked Secretary Koch to forward the equipment list to him via email.

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

SOLICITOR'S REPORT: Solicitor Wiest was present and stated he would address the building issue later on the agenda.

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

A copy of a letter was received from Sch. Planning and Zoning addressed to Ryan and Jeremy Schaeffer regarding the subdivision plan for 3 Frantz Road, additional information needed.

A copy of a letter was received from Sch. Planning and Zoning addressed to Jacque & Mae White regarding a zoning hearing board decision and notice to appeal for the request for a special exception, special exception was granted.

SEWAGE ENFORCEMENT OFFICER'S REPORT: The August 2016 reports 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 August 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**.

Supervisor Gainer asked Secretary Koch if the payment for AG structures were received from Linford Snyder, Secretary Koch stated no that a letter was sent. Supervisor Gainer then asked if they obtained a driveway permit and Ryan Fashacht stated they did not have a permit but did submit to obtain one. Supervisor Gainer asked Solicitor Wiest to construct a letter to Linford Snyder regarding the AG permits and driveway permits. Secretary Koch is to get an update from the engineer regarding the AG permits and driveway permits before the letters are sent.

Solicitor Wiest suggested the Board reaffirm the contracts. He stated some of the bids have aged and one bid did rescind. He also stated there could be a possible conflict of interest with regards to board member Chairman Lutz.

Solicitor Wiest suggest Chairman Lutz abstain from all votes regarding the building due to a conflict of interest, Chairman Lutz read from the statement attached (attachment "A") abstaining his vote on all office building contracts.

Upon motion made by Supervisor Gainer, reaffirming all bids for office building withdrawing the bid to the primary plumber and awarding it to the second lowest bid plumber, seconded by Supervisor Brown. This motion carried. Chairman Lutz abstained from the vote.

Secretary Koch addressed the Board with a request for payment for Kemmerling Road. She stated the payment will need to be split between liquid fuels and general fund monies. Secretary Koch stated there is currently \$382,168.35 in liquid fuels available. Upon motion made by Supervisor Gainer approving the paying of \$300,000.00 out of the liquid fuels account and the balance of the invoice of \$127,806.36 from the general fund to pay Pennsy Supply for the 2016 Kemmerling Road project, seconded by Chairman Lutz. This motion unanimously carried.

OLD BUSINESS: Secretary Koch gave a brief update on the building finances. Ryan Fashacht stated Spotts Bros. was to begin the following week with completion being mid-December. Supervisor Gainer asked Ryan to work with Secretary Koch to prepare an office furniture move in to be added to the existing timeline. Supervisor Gainer questioned the internet installation,

Secretary Koch stated November 4, 2016 was the current completion date from Comcast. He requested that be added to the existing timeline along with an estimated date for utilities to be turned on. He also asked that the move in day and Grand opening also be added to the already established timeline.

Upon motion made by Supervisor Gainer approving the vice-chairman Wendell Gainer provide signatures on all contract related to work being completed on office building, seconded by Supervisor Brown. This motion unanimously carried.

Upon motion made by Chairman Lutz, approving the addition of tax parcels according to list attached (Attachment "B") to the already established Agricultural Security Area (ASA). Seconded by Supervisor Brown. This motion unanimously carried.

NEW BUSINESS: Secretary Koch asked the Board for approval to pay the remainder of Layne Frantz's earned vacation time. Upon motion made by Supervisor Gainer approving Secretary Koch to pay the remainder of Layne's earned vacation time, seconded by Supervisor Brown. This motion unanimously carried.

Upon motion made by Supervisor Gainer approving the advertising for a full-time employee once the ad is constructed and approved by Supervisor Brown, seconded by Supervisor Brown. This motion unanimously carried.

Secretary Koch asked if a budget prep meeting would be necessary to construct the 2017 budget. Upon motion made by Supervisor Gainer approving the advertising of a budget prep meeting to be held Tuesday, October 11, 2016 at 7:00pm, seconded by Supervisor Brown. This motion unanimously carried.

Secretary Koch presented the board with the Minimum Municipal Obligation for PMRS, she suggested that the township increase the contribution from \$1,000 to \$2,500/per employee per year for full-time and \$1,000/per employee for part-time.

Upon motion made by Supervisor Gainer approving to increase the township contribution to the municipal retirement plan from \$1,000 to \$2,500/per employee per year for full-time and \$1,000 per employee per year for permanent part-time, seconded by Chairman Lutz. This motion unanimously carried.

Upon motion made by Supervisor Gainer approved the exemption from percapita tax for Robert Mowery for 2010, seconded by Chairman Lutz. This motion unanimously carried.

Secretary Koch resented the board with the PA UCC appeals board inter-municipal agreement, she request that they review the current active agreement and return any changes to her by September 30th. If no changes were received the agreement would stay in effect as is.

Barry Newswanger asked the board if a school bus stop ahead sign could be posted on Sweet Arrow Lake Road, after some discussion it was discovered the road in which Mr. Newswanger was referring to was a state road and we were unable to accommodate his request.

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 8:35 p.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