

WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING OF September 21, 2020

The Board of Supervisor's went into executive session at 6:32pm to discuss legal matters, returning at 6:54pm with no decisions being made.

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, September 21, 2020.

Those in attendance were: Chairman Leon Lutz, Supervisor Lynn Brown, Solicitor Rick Wiest and Dawn Koch, TM/Sec/Treasurer. Also, in attendance were Bob Free, Joan Schwer, Dave Walasavage, Greg Warg, Kristy, Bruce & Bryce Frymoyer, Kristin Pfluger and Chris Kemmerling.

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. PA Department of Transportation- 2021 liquid fuels allocation
2. Gary Brown- Oath of Office for auditor
3. Sch. Co Office of Public Safety- New address for 38 Farm View Road
4. Eugene & Bonnie Witman- AG building exemption form
5. Keith Heinbach- Tax collector report for August 2020
6. Sch. Co. Assessment Bureau- Assessment appeal hearing letter for 7 Turkey Farm Road
7. MRM Trust- 2020-2021 Workers Comp certificate of participation
8. MRM Trust- Updated Workers Comp claim submission information
9. PA Auditor General- engagement letter for 2016-2019 PMRS audit
10. HGACBuy- executed contact for cooperative purchasing
11. PMRS- letter regarding delayed 2019 statements
12. Ehrlich- Annual cost increase beginning September 2020
13. PSATS- Ballots for board positions
14. Staples- Tax exemption request
15. Pickering, Corts & Summerson, Inc.- Certificate of liability
16. PSATS Newsbulletin- September issue
17. PA Township News- September issue
18. Wilson Consulting Group- Update list of finished and working items for the Kutz Road bridge multimodal grant project.

**PUBLIC COMMENT PERIOD:** None

**APPROVAL OF MINUTES:** Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the August 17, 2020 regular monthly meeting without correction. This motion carried.

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**TREASURER'S REPORT AND BILLS FOR APPROVAL:** Upon motion of Chairman Lutz, seconded by Supervisor Brown, the August 2020 Treasurer's Report was approved with a balance in all accounts, before receipts and bills, was \$836,166.90. Included in this motion was the approval of payment of all bills presented with the addition of Stop & Rock for \$146.60, ARRO Consulting for \$2,246.00 and Leffler Energy for \$1,566.22. This motion carried.

**RECEIPTS:** The report of receipts (August 13-September 16, 2020) listing \$30,763.97 in EIT receipts, \$19,612.05 in regular General Fund receipts were approved as printed upon motion of Chairman Lutz, seconded by Supervisor Brown. This motion carried.

**SOLICITOR'S REPORT:** Solicitor Wiest stated he had nothing independent to report from what was on the agenda.

**ROADMASTER REPORTS:** Roadmaster (RM) Brown obtained a copy of an intermunicipal agreement between West Brunswick and Wayne Township's regarding the use of manpower and equipment. He stated he would like to develop a similar agreement between Washington Township and North Manheim Township. Solicitor Wiest asked Koch to forward a copy of the agreement for review.

RM Brown stated the Asphalt Zipper will have a demonstration Tuesday, September 29, 2020 at 7:00 am.

**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 August 2020 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 stated on September 9, 2020 she had a meeting involving the four fire chiefs, Carl Stump, Frank from the Schuylkill County Fireman's Association and John Matz of Schuylkill County Emergency Management Association regarding changes the fire companies were requesting. The results of the meeting were that Summit Station and Friedensburg would start going out together on all first alarm calls East of Dad Burnhams. Both Kevin Otto and Chris Krause agreed to this. Schuylkill Haven was named Washington Township RIT (Rapid Intervention Team). RIT will only respond to confirmed working fires that the IC (Incident Commander) requests them at. Any changes to run cards moving forward will be submitted to the Safety Committee Coordinator Carl Stump who will call a meeting of the Safety committee to discuss. Any changes will be brought before the Board of Supervisors for approval prior to Carl Stump making changes at Schuylkill County 911. Supervisor Brown asked about the donation amount. Koch stated the annual donations have been \$4,500.00 per fire company. Chairman Lutz asked if we ever set the donation up to change with the cost of living increase. Chairman Lutz asked Koch to go over the minutes when the Township increased the donation to \$4500 to determine if anything was stated about a cost of living increase. A Motion made by Supervisor Brown approving the donation of \$4,500.00 to HH&L, Friedensburg, Summit

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Station, and North End Fire Companies for the Township's 2020 donation, seconded by Chairman Lutz. This motion carried.

Last month it was mentioned that Full-time employee Chris Light obtained his Commercial Driver's License June 30, 2020 as part of his goals from moving from an entry level employee to road crew. Upon obtaining the CDL license it was also discussed that he would receive an increase in pay. Chris is currently at \$17.32 per hour. Chairman Lutz asked Roadmaster Brown what his thoughts were, he also stated the Township should follow through on what was agreed upon. Chairman Lutz asked Roadmaster Brown what he thought of \$.50 increase per hour. Koch asked if it would be retro back to the date Chris received his license. Chairman Lutz stated yes. Upon motion made by Chairman Lutz to increase Chris Light's wage \$.50 per hour, seconded by Supervisor Brown. This motion carried.

Koch stated the Board received the report on Harvey Drive from ARRO Consulting, she asked if there was anything that was to be discussed. Solicitor Wiest stated there was no action the Township can take based on the report received. Solicitor Wiest stated he would like to take a look at the record to see if there is a prior recorded plan due to the reference on one of the plans that states it is a revision to a recorded plan. He continues stated one plan depicts how the road is to be construction and the other does not. The revision was March of 1988 so the plan would be dated prior to that. Solicitor Wiest stated he will have a title company look into the record. He continued by saying he did not see that there is anything the Township can do at this juncture.

Koch stated she is still working on a Floodplain fee schedule. She stated there are different requirements for resident and commercial and trying to come up with a fee schedule for each situation. She did say she will have it ready for the next meeting.

**NEW BUSINESS:** Koch stated that in September of 2019 she introduced a division of work for the road crew to highlight the experience of the workers. She stated this change did not work out and asked to move back to the old job descriptions. She stated the only difference from the old job descriptions is she added the CDL requirements for full-time because they were not listed. Upon motion made by Chairman Lutz, approving the changes to the job descriptions in the employee handbook, seconded by Supervisor Brown. This motion carried.

Koch presented the Minimum Municipal Obligation (MMO) for 2021 for the municipal pension plan with a total of \$9,484.29 contribution for 2021.

Koch informed the Board that the Roedersville Road bridge is deficit and needs under pinning repair. She stated she and RM Brown met with the inspecting engineer and discussed the issues that need to be addressed. She stated the Township has six months to put together a plan and put the plan to action. Koch stated RM Brown will need to develop a plan to bid. RM Brown stated it will be the same that was done on Grist Mill Road. Koch stated that the inspecting engineer stated this under pinning is much deeper than Grist Mill and suggested the Township go with grout bags because using poured cement will not fill these voids. Chairman Lutz asked what the first step would be to get the project moving. RM Brown stated putting it out on bids. Koch added that we need to write up a plan to put it out on bid. Koch stated the Board could make the motion to approve the advertising of the bid so when it is ready it can be posted or wait until plans are received to review prior to advertising. Chairman Lutz stated wait on plans. Koch stated she will make sure it is done for the next meeting.

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Upon motion made by Chairman Lutz, approving the five Statewide Tax Recovery presented to the Board, seconded by Supervisor Brown. This motion carried.

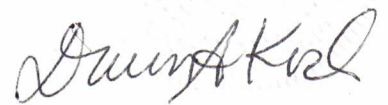
Upon motion made by Chairman Lutz, approving Resolution 2020-9 Procedures on how professional services are chosen for pension plan, seconded by Supervisor Brown. This motion carried.

Upon motion made by Chairman Lutz, approving Dawn Koch to sign the planning waiver & non-building declaration for the Nolt property at 100 Turkey Farm Road, seconded by Supervisor Brown. This motion carried.

Chairman Lutz addressed the audience stated he would like Solicitor Wiest to contact the general contractor of the office building regarding the window issue. Supervisor Brown addressed the audience stated he would like to obtain quotes to perform a wet test on the office building windows.

**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 7:51 p.m. This motion carried.

Respectfully Submitted,



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

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