

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF January 16, 2017

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, January 16, 2017.

Those in attendance were: Chairman Leon Lutz, Vice-Chairman Wendell Gainer, Supervisor Lynn Brown, and Dawn Koch, TM/Sec/Treasurer. Also, in attendance were: Jane M Zeigler, Bob Free, James Martin, Jr., James Martin, Sr., John Poslosky, Jerry Newswanger, Fred Leffler, Helen Leffler, Nancy Petravich, Joan Schwer, Sal Varacalli, Jay Hurst, Emily Brown and Gary 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. Statement of Financial Responsibility for year ending 2016, due May 1, 2017
2. Keith Heinbach- December 2016 Tax Collectors report
3. Bognet, Inc.- Certified payrolls for weeks ending 12/11, 12/18, 12/25, 1/1
4. Spotts Brothers, Inc.- Certified payroll for weeks 10/30-12/4
5. BJH Electrical, Inc.- Certified payroll for weeks 12/11&18/2016
6. PSATS- updates to Life Insurance policy and Disability policy
7. PA Dept of Auditor General- Announcing the online filing of the AG385, Certification of foreign fire insurance tax distribution and municipal pension state aid.
8. Schuylkill Planning & Zoning- Multimodal grant opportunity support
9. Rep. Mike Tobash- Copy of letter addressed to PennDOT regarding Multimodal grant support
10. PA DEP- Letter regarding general permit for Kemmerling Road outfall into UNT to Little Swatara Creek
11. PA Dept of Transportation- updated contact list for township
12. West Schuylkill Advanced Life Support Medic 67- notice of license expiration and currently out of service
13. PSATS- 2017 Tax chart and advertising requirements
14. PIRMA- Renewal application
15. Sch. Co. Voter Registration/Election Bureau- Open primary offices form, mailed back 1/12/17
16. Linco Construction, Inc.- Certificate of liability insurance
17. Stonybrook Home Sales of Hamburg LLC- Certificate of liability insurance
18. Sch. Co. Veterans Affairs- Letter regarding veteran memorials within township
19. Frank O'Connor- Right to know
20. Patton and Company CPAs- 2017 payroll tax info

21. PA Dept of Labor & Industry UC Services- 2017 electronic filing requirements notice
22. Commonwealth of PA- Invite to Public Officials Day
23. Berkheimer- Update on Mahanoy City Borough tax changes
24. US Postal Service- Info regarding flat rate shipping
25. PA Township News- January 2017 Issue
26. Several flyers, cards and catalogs

PUBLIC COMMENT PERIOD: Fred Leffler addressed the board regarding the need for an office building and the justification of the Township Managers position. John Poslosky addressed the board regarding blighted property, employee wages and the new lines on Summer Hill Road. Jerry Newswanger complemented the board regarding Kemmerling and Newswanger Roads and reported that Dad Burnhams and Hetzel's Church Roads are not on the county's 8 or 10 year road plan. Gary Brown addressed the board regarding the Township Manager hours. All comments were addressed by the board.

APPROVAL OF MINUTES: Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the December 19, 2016 regular monthly meeting, the January 3, 2017 annual reorganizational meeting, and the January 4, 2017 annual auditors meeting without correction. This motion unanimously carried. Included in this motion was the amendment to the balance of the Treasurers report for September to be \$766,521.51, October to be \$744,476.72 and November to be \$670,821.47.

TREASURER'S REPORT AND BILLS FOR APPROVAL: Upon motion of Chairman Lutz, seconded by Supervisor Brown, the December 2016 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$638,666.86. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

RECEIPTS: The report of receipts (Dec. 15, 2016 – Jan. 11, 2017) listing \$27,959.13 in EIT receipts, \$13,472.67 in regular General Fund receipts and \$13.00 return NSF charge from Fulton into the Fulton account all were approved upon motion of Chairman Lutz, seconded by Vice-Chairman Gainer. This motion unanimously carried.

TOWNSHIP MANGER REPORT: Koch stated the permit to install the discharge pipe on Kemmerling Road has been received.

Koch stated the past few weeks she has been sorting through old files organizing them into categories and have come across some unnecessary items like old manuals, flyers, catalogs, etc. She stated the township has resolution 2012-4 which states the township will follow the schedules and procedures for disposition of records per the municipal records manual. She stated both Chairman Lutz and Supervisor Brown have looked at the items and agree they can be disposed of. Upon motion made by Vice-Chairman Gainer approve the disposal of all rubbish and no longer useful information, seconded by Supervisor Brown. This motion unanimously carried.

Koch informed the board of the need for adobe software to aid primarily in the process of preparing board packets. Upon motion made by Vice-Chairman Gainer approving the purchase

of Adobe Software if lower price is available after the PSATS conference, seconded by Chairman Lutz. This motion unanimously carried.

Koch requested approval to attend the PSATS conference in April 2017 at a cost of \$150.00. Upon motion made by Chairman Lutz approving Koch's attendance at the PSATS conference April 23-26, 2017 in Hershey, PA, seconded by Vice-Chairman Gainer. This motion unanimously carried.

Koch requested approval to attend the PA One Call training on their new software April 20, 2017. She also asked if anyone else should attend. Upon motion made by Chairman Lutz approving Koch, the Roadmaster, and the assistant Roadmaster to attend the free PA One Call training on April 20, 2017, seconded by Vice-Chairman Gainer. This motion unanimously carried.

Koch stated we currently have PIRMA insurance which means you are in a pool with other municipalities which allows for a large umbrella insurance. Koch stated she can obtain quotes from other companies to see the price differences. Vice-Chairman Gainer stated quotes should be obtained to verify the cost.

Koch stated she met with the road crew on December 21, 2016 to discuss 2017 goals. She stated she has been arriving at the garage by 7am and each morning finds the guys sitting on the couch waiting for instruction from Roadmaster Neidlinger. She states this is sometime a half hour or more. She suggests that the Roadmaster be required to create a weekly schedule for the road crew so that if the Roadmaster has a task to complete in the morning the road crew can follow the schedule and begin working when they punch in rather than waiting on instruction. Upon motion made by Supervisor Brown approving a projected weekly schedule be completed by the Roadmaster in advance, seconded by Chairman Lutz. This motion unanimously carried. Supervisor Brown stated weather may come into play and the schedule may not get complete but then work is able to be carried into future weeks.

Vice-Chairman added that he and Koch will come up with 5 key indicators that will measure how the township is performing per the goals and plan. Gainer added he would like to look at implementing a quarterly newsletter for the residents so that they are more informed.

ROADMASTER'S REPORT: Roadmaster Neidlinger was not in attendance. Koch stated she took over the paperwork part of preparing for road projects and stated she sent Charlie Paris the paperwork for the 2017 project, Charlie replied stated item 438 does not need to be approved by PennDot that only item 439 which is construction needs approval. She also stated prevailing wages do not apply to tar and chipping. Gainer asked if there was a major project on deck and Supervisor Brown stated Mountain Road. Supervisor Brown stated he would like to implement a new process where either the road crew would mill and the other company patch or vice versa.

Koch asked the board if they wanted to make the decision regarding ordering the salt through CoStars. Upon motion made by Supervisor Brown approving Koch to contract the same amount of salt for 2017-2018 as contracted for 2016-2017, seconded by Chairman Lutz. This motion unanimously carried.

Supervisor Brown stated the road crew had to replace over 10 stop signs. He stated the state police were on Brown's Road but nothing was witnessed.

Vice-Chairman Gainer mentioned the hiring of a part-time seasonal employee to help with snow plowing. Supervisor Brown suggested hiring a part-time employee on an as needed basis to run the pickup truck to plow col-da-sec's and developments. Upon motion made by Supervisor Brown approving the advertisement for a part-time non CDL seasonal employee, subject to pre-screening drug test, to help with snow plowing, seconded by Chairman Lutz. This motion unanimously carried.

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

SOLICITOR'S REPORT: Solicitor Wiest was not in attendance.

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 Earl Morgan regarding the final annexation plan for Lot#2 is administratively complete.

A copy of a letter was received from Sch. Planning and Zoning addressed to Clair Garman and Frederick & Helen Leffler regarding minor subdivision plan is administratively complete.

SEWAGE ENFORCEMENT OFFICER'S REPORT: The December 2016 reports of Larson Design and 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 December 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**.

Koch presented the board with Alfred Benesch & Company's 2017 fee schedule.

OLD BUSINESS: Koch stated at December's board meeting a discussion regarding the speed limit signs on Covered Bridge Road were posted at 25mph, Roadmaster Neidlinger stated the road crew did not install the signs that possibly the county installed them. Koch stated she went back through the payable and reports and found where the township did purchase the signs and the road crew did install them based on the subdivision plans in September 2015.

Chairman Lutz asked if the township was being reimbursed from Linford Snyder for the new 35mph signs installed due to his road survey. Koch stated yes, he was billed.

John Poslosky asked the board if a road study could be done to put up speed limit signs on Summer Hill Road, Vice-Chairman Gainer stated the township needs to research past ordinance to see if a speed limit is already in effect, after that a road study would need to be done which is

very costly. Mr. Poslosky suggest adding children at play signs and the board agreed to purchase and install the signs. Upon motion made by Chairman Lutz approving the purchase and posting of 2 slow children at play signs on Summer Hill Road, seconded by Supervisor Brown. This motion unanimously carried.

NEW BUSINESS: Koch addressed the board regarding past practice of paying the assistant roadmaster an additional dollar when the roadmaster is absent. She stated she has been paying him that way but do to the assistant being a supervisor that was not addressed at the reorganization meeting. After some discussion, it was decided that no additional dollar be paid and that any amount already paid not be taken back.

Upon motion of Supervisor Gainer, approving the addition of tax parcel ID#'s 33-12-0095.000, 33-11-0119.000, 33-13-2, 33-04-0057 (2), 33-11-0061.000, 33-11-0054.002, 33-11-0059.000, 33-11-0062.000, 33-11-76 (1), 33-13-1 to the already established Agricultural Security Area (ASA), seconded by Chairman Lutz. This motion unanimously carried.

Koch stated she received a request from resident Mary Lengel of 30 Spancake Road requesting early snow removal. Koch suggest writing a letter of acknowledgement as done in the past not promising services but would do our best to accommodate when needed. The Board agreed to writing the letter.

Koch present the board with the actual use report of liquid fuels for year 2016.

Gary Brown questioned the Board regarding outstanding issues on bridges. Chairman Lutz stated engineering work needs to be done first before work can begin. Mr. Brown asked which bridges were still outstanding and Koch listed Grist Mill, Rodersville and Kutz. Vice-Chairman stated there are minor deficiencies and the reason they were not listed as projects was because we applied for grants for shared expense. Vice-Chairman Gainer stated the township budgeted our portion of the grants in the event the grants would be approved. He also noted the township was denied funds do to not having engineering complete.

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 8:24 p.m. This motion unanimously carried.

Respectfully Submitted,



Dawn A. Koch
Washington Township