

WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING OF October 16, 2017

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

Those in attendance were: Chairman Leon Lutz, Vice-Chairman Wendell Gainer, Jr., Solicitor Rick Wiest and Dawn Koch, TM/Sec/Treasurer. Also, in attendance were: Robert Free, Joan Schwer, Sal Veracalli 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. Roy Nagle- letter requesting the purchase of parcel 33-15-0073.002
2. Office of Public Safety- New address for 139 Farm View Road
3. Sch. Co. Conservation District- Copy of letter addressed to Jim Miller regarding stormwater discharge of Farm View Acres subdivision permit number change
4. MRM Trust- Certificate of participation for Municipal Risk Management Workers' Compensation Pooled Trust
5. Keith Heinbach- September 2017 Tax Report
6. IRS- Notice of incorrect info on 1099
7. PennDot- Follow up minutes and work documents for work being done on 895
8. PPL- request to install a pole and anchor on Farm View Road
9. PSATS- UC rate for 2018
10. Gary Anderson- Request to use ballfield for winter baseball on Monday evenings through October and November
11. Board of Assessment Appeals- Decision on parcel# 33-5-20 with no change in assessment
12. Homeland at Home Hospice- Letter verifying Emergency Coordinator
13. Schuylkill Firefighter' Financial Development Organization- Request for donation
14. PA Township News- October issue
15. Several flyers, catalogs and brochures

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

**APPROVAL OF MINUTES:** Upon motion of Chairman Lutz, seconded by Vice-Chairman Gainer, approved the minutes to the September 18, 2017 regular monthly meeting without correction. This motion carried.

**TREASURER'S REPORT AND BILLS FOR APPROVAL:** Chairman Lutz questioned Koch regarding the loader tire that was purchased. He asked her to look into the last purchase of

tires and find out which piece of equipment they were for. Upon motion of Chairman Lutz, seconded by Vice-Chairman Gainer, the September 2017 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$609,013.33. Included in this motion was the approval of payment of all bills presented. This motion carried.

**RECEIPTS:** The report of receipts (September 14- October 11, 2017) listing \$32,874.62 in EIT receipts, \$39,946.71 in regular General Fund receipts were approved upon motion of Chairman Lutz, seconded by Vice-Chairman Gainer. This motion carried.

**TOWNSHIP MANGER REPORT:** Koch updated the Board with items from the past month, she stated she is continuing to file the permits from years past. Koch stated the truck grant is still under review and that she has filed for a recycling grant. Koch also stated the newsletter is complete however there were some formatting issues she was working through with the print company, she also stated she changed the header that read October 2017 to read Fall/Winter 2017. She also reminded the Board that the electronics recycling event was Wednesday, October 18, 2017.

Koch also stated that Michael from General Code Codification stopped in regarding ordinance codification and stated the \$6,445 quote that was given wouldn't be paid at a lump sum but over the span of the project by completed tasks which could be up to three budget years. Vice-Chairman Gainer affirmed Solicitor Wiest's approval of codification. Solicitor Wiest asked how many ordinances the township had that were enforceable ordinances. Koch stated there were 50-60 in the cabinet, only 30-35 filed at the courthouse in the law library but could not guarantee their enforceability. Vice-Chairman asked if an ordinance was passed going forward how would it get put in the code book. Vice-Chairman asked Koch to check into what the cost would be going forward. Solicitor Wiest suggested speaking with surrounding township to determine if other townships of the same size are codified. Koch stated she would look into it.

**ROADMASTER'S REPORT:** Roadmaster Brown was not present at the meeting. Chairman Lutz asked Koch for an update on when the new truck would be delivered, he thought it was to be middle of October. Koch stated that is what she was told as well but contacted Darryl at Freightliner and was told second week in November.

The antiskid bids were discussed that were received though CoStars. Upon motion made by Vice-Chairman Gainer approving the purchase of 700 ton of antiskid at \$18.13/ton through Pennsy Supply Company, seconded by Chairman Lutz. This motion carried.

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

**SOLICITOR'S REPORT:** Solicitor Wiest was present and discussed the matter of Leonard Krapf which has been referred to the Township's insurance carrier, Wiest stated he contacted the carrier and asked that they correspond with him regarding the case. He stated the carrier accepted the handling of the claim under reservation of rights which means the insurance carrier will



continue to defend the action, reserving the right to determine whether there is any liability for the township.

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

**SEWAGE ENFORCEMENT OFFICER'S REPORT:** The September 2017 reports of Larson Design Group was received and reviewed. A copy of this report will be kept on file at the **Municipal Office**.

**BUILDING/DRIVEWAY REPORTS:** The August/September 2017 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**.

**OLD BUSINESS:** Koch asked to table the savings account discussion for a future meeting.

Koch gave a brief update regarding the property located at 15 Hidden Acres Lane that was damaged by fire back in May 2017. Koch stated that according to the ordinance the funds that were already distributed to the home owner did not meet the 60% threshold and therefore did not have to create the escrow. Vice-Chairman Gainer stated that it now falls outside the boundaries of the ordinance and therefore have not control. Gainer asked Koch to contact the department for blighted properties to find out what if anything can be done. He then asked Koch to communicate the finding to the resident.

Koch presented the Board with a bulleted list of suggested employee handbook changes for 2018. She stated most changes are minor wording changes or additions, but the major suggested change is to the current vacation, sick and personnel time. She suggests changing from the current way of distributing time to a PTO (paid time off) scale. The new time would be accrued based on hours worked excluding overtime hours. Vice-Chairman Gianer stated there would need to be some exceptions for the first year until the plan gets acclimated due to possible vacations already scheduled within the beginning of the year. Koch suggested the possibility of allowing the carryover of 40 hours from year to year. After some discussion Koch was instructed to update the language to include some exceptions on the first year, carryover limits and termination payout for the board to consider.

The 2018 proposed budget was presented and reviewed. Upon motion of Vice-Chairman Gainer, seconded by Chairman Lutz, authorization was given to advertise that the Township's 2018 proposed budget is available for inspection. This motion carried.

**NEW BUSINESS:** Upon motion of Vice-Chairman Gainer, seconded by Chairman Lutz, the 2017 Volunteer Firemen's Relief Allocation will be distributed same as in 2016: 25% to HH & L #1 Relief Association, 25% to North End Relief Association and 50% to Wayne Township Relief Association (Friedensburg and Summit Station). This motion carried.

Upon motion made by Vice-Chairman Gainer authorizing Koch to obtain proposals from CPA firms to perform the 2017 financial audit of the Township, seconded by Chairman Lutz. This motion carried.

Upon motion of Chairman Lutz, seconded by Vice-Chairman Gainer, authorization was given to advertise the Boards intent to hire a CPA to perform the 2017 annual audit. This motion carried.

Koch gave an update on quotes received for health care with the lowest increase being 8.6% with the current carrier to the highest increase of 42.69% with a new carrier. After some discussion a motion was made by Vice-Chairman Gainer, seconded by Chairman Lutz to continue with the current carrier for health, dental and vision insurance. This motion carried.

Vice-Chairman Gainer addressed the public with an item that was brought to his attention regarding two roads that have posted speed limits by the Township but where no Ordinance has been enacted to enforce. Koch stated the roads in question are Moyers Station Road and Covered Bridge Road.

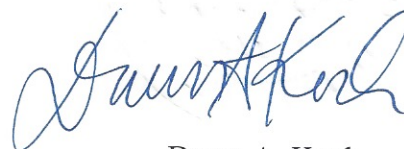
Upon motion made by Vice-Chairman Gainer approving the creation of an ordinance to finalize the speed limits as they are currently posted on Moyers Station and Covered Bridge Road, seconded by Chairman Lutz. This motion carried.

Vice-Chairman Gainer stated moving forward if a resident needs a driveway that requires the changing of the speed limit the resident will be responsible for all expenses associated with the change including but not limited to a speed study done by an Engineer firm, legal and advertising fees associated with preparing and passing an ordinance as well as any costs to posts new signs. Vice-Chairman Gainer stated he doesn't think it is fair for the township and ultimately the tax payers to pay for the needs of one resident's request.

Upon motion made by Vice-Chairman Gainer enacting a new policy requiring Washington Township be the final approval of all driveway permit request based on the recommendation from the Township Engineer and that the property owner requesting the permit is responsible for all costs associated with the permit including speed study, ordinance, to posting of signs, seconded by Chairman Lutz. This motion carried.

**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 7:52p.m. This motion carried.

Respectfully Submitted,



Dawn A. Koch  
Washington Township