

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF December 21, 2015

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, December 21, 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, Essie Karnes, Bob Free, Sal Varacalli and Joan Schwer.

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. Larson Design- 2016 SEO Fee Schedule
2. Alfred Benesch & Co.- 2016 Commitment letter and fee schedule for consulting services
3. PIRMA- 2016 renewal application
4. Capital Blue Cross- Cancellation acknowledgement letter and follow up documents
5. United Concordia- Cancellation letter returned via certified mail
6. Larson Design- On-lot sewage complaint response
7. Municipal Benefits Services- Plan overview
8. Sch. Co. Voter Registration/election bureau- Certificates for Leon Lutz (Supervisor) and John Krause (auditor)
9. Williamson Friedberg & Jones- Copy of executed Anderson easement
10. Melanie Heinbach- November 2015 Tax Collectors Report
11. Red Barn- Lamar Sensnig project termination package
12. Sch. Co. Conservation District- Copy of technical deficiency letter addressed to Brian Musser
13. Commonwealth of PA- Copy of Earth Disturbance Inspection Report
14. Certificate of Insurance- Wood Originals, Inc.
15. Mike Tobash- Support letters for PennDOT multimodal grant for Grist Mill, Kutz, and Roedersville Roads
16. David G. Argall- Support letter for PennDOT multimodal grant for Grist Mill, Kutz, and Roedersville Roads
17. Mike Tobash- Liquid fuels allocation report and spending suggestions
18. Matt Cartwright- Grant suggestions for FEMA, Firefighters, Emergency Responders
19. FEMA- Letter of Map Amendment
20. PIRMA- Revised legal defense and claim payment agreement and IGC appendix
21. PSATS- 2016 conference packet (one supplied for each supervisor)
22. McMahon Transportation Engineers & Planners- Copy of Bridge Reports
23. Statewide Tax Recovery- Holiday hours notice

24. PSAB- Training opportunities
25. PSATS- News bulletin November 2015
26. Pine Grove School District- Christmas Card
27. Comcast- Price change notice
28. Paradigm- Pipeline safety emergency response manual
29. Several flyers and catalogs
30. PSATS- PA Township News December 2015

PUBLIC COMMENT PERIOD: No public comment

APPROVAL OF MINUTES: Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the November 16, 2015 regular monthly meeting without correction. This motion unanimously carried.

TREASURER'S REPORT AND BILLS FOR APPROVAL: Upon motion of Chairman Lutz, seconded by Supervisor Brown, the November 2015 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$718,165.78. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

RECEIPTS: The report of receipts (Nov 12-Dec 16, 2015) listing \$31,596.23 in EIT receipts, \$11,618.18 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: RM Neidlinger updated the Board regarding the dead trees at the park, Sam Strunk III Tree Service completed work.

RM Neidlinger is to contact the resident on Hidden Acres Drive to set up an appointment to meet with himself and a board member to discuss the right away.

Upon motion of Supervisor Brown approving RM Neidlinger written report as printed without correction, seconded by Chairman Lutz. This motion unanimously carried.

Upon motion of Supervisor Gainer, seconded by Chairman Lutz approve the advertising in January of work to be performed on Kemmerling Road in 2016. The bids are to be open in February, work to begin by the end of July but no later than mid-August to be completed before the beginning of the 2016-17 school years.

SOLICITOR'S REPORT: Solicitor Wiest responded to a question present to him by Secretary Koch regarding depository accounts and resolutions.

Solicitor Wiest also responded to the Township's receipt of the original signed easement agreement between the Township and the Anderson's regarding Kemmerling Road.

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

A copy of a letter addressed to David G. Kutz was received by the Sch. Co. Planning and Zoning Office regarding David G. Kutz Minor Subdivision. At a meeting held November 18, 2015 conditional approval was granted for the above named subdivision plan.

SEWAGE ENFORCEMENT OFFICER'S REPORT: The November 2015 reports of Larson Design and Alfred Benesch & Company were received and reviewed. A copy of this report will be kept on file at the **Municipal Office**.

BUILDING/DRIVEWAY REPORTS: The November 2015 building and driveway 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 of Supervisor Gainer, approving the 2016 budget as advertised keeping the tax rates the same as 2015 by resolution 2016-One, seconded by Chairman Lutz. The motion unanimously carried.

Secretary Koch updated the Supervisors on the implementation of the time clocks for township employees. She stated everyone is using the time clocks on their smartphones. She asked the Supervisors about rounding. Supervisor Gainer stated to round to the quarter of an hour with 7 minute windows.

Secretary Koch presented to the Board of Supervisors her findings in searching for a new bank. After some discussion Supervisor Gainer asked Secretary Koch if the items supplied by a new bank were necessary, Secretary Koch stated no. Supervisor Gainer suggested staying with the Township's current bank for general funds.

NEW BUSINESS: Secretary Koch presented the Board of Supervisors **Resolution 2016-One**, which set the tax rates for 2016 at the same rate as the previous year. This resolution was included in the motion under old business accepting the budget as advertised with no tax changes.

Upon motion of Supervisor Gainer, seconded by Chairman Lutz, **Resolution 2016-Two** was approved appointing Patton and Company CPAs to perform the 2015 annual audit. This motion unanimously carried.

Upon motion of Supervisor Gainer, seconded by Chairman Lutz, the annual reorganization meeting was set and authorization was given to advertise the meeting for January 4, 2016 at 7:00 p.m. The motion unanimously carried.

Upon motion of Supervisor Gainer, seconded by Supervisor Brown, the annual auditors meeting was set for January 5, 2016 at 7:00 p.m. The motion unanimously carried.

Upon motion of Chairman Lutz, seconded by Supervisor Brown, all regular meetings will continue to be held the third Monday of each month at 7:00 p.m. The motion unanimously carried.

Upon motion of Supervisor Gainer, seconded by Chairman Lutz, approving the per-capita tax exemption for Patrick Dubois for years 2009 and 2010 due to being a student at the time of the tax. This motion unanimously carried.

Secretary Koch presented a letter to the Supervisors from David Readinger regarding his request for early snow removal. After some discussion the Board of Supervisor agreed while they cannot honor his request for early snow removal Secretary Koch is to write Mr. Readinger a letter stating the Township would do all they can to help in the event of an emergency. Secretary Koch is to provide Mr. Readinger with a number to contact RM Neidlinger with emergency situations.

Supervisor Gainer addressed the Board of Supervisor regarding the Township Office Building. Upon motion of Supervisor Gainer, requested the Township to approve the sewage redesign and site plan proposal number 1603083 in the amount of \$10,800.00 from Benesch Engineering. Chairman Lutz seconded the motion and it was carried unanimously by all.

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 7:50 p.m. This motion unanimously carried.

Respectfully Submitted,



Dawn A. Koch
Secretary Treasurer
Washington Township