

WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS  
ANNUAL RE-ORGANIZATION MEETING - 1/3/2017

The annual reorganization meeting of the Washington Township Board of Supervisors was held Tuesday, January 3, 2017. Those in attendance were: Chairman Leon Lutz, Vice-Chairman Wendell Gainer, Supervisor Lynn Brown, Secretary-Treasurer Dawn Koch, Sal Varacalli, Gary Neidlinger and Barry Newswanger.

Chairman Leon Lutz called the meeting to order starting with the pledge of allegiance. Chairman Lutz read aloud notices, available as handouts to meeting attendees, regarding meeting conduct and public comment procedures.

**PUBLIC COMMENT:** Barry Newswanger asked the board how the office building project was coming along. Vice-Chairman Gainer stated we are currently looking at completion around the 2<sup>nd</sup> week of February.

Gary Neidlinger thanked Lynn Brown for the donation of the new flagpole and suggested sending a thank you card to Dennis White for the cap on top. It was stated that was already addressed and planned.

**APPOINTMENT OF CHAIR AND VICE CHAIR:** Upon motion of Supervisor Leon Lutz, seconded by Supervisor Brown, Supervisor Wendell Gainer was appointed as temporary Chairman of the Board. Motion carried.

Supervisor Wendell Gainer nominated Supervisor Leon Lutz to serve as Chairman of the Board for 2017. Supervisor Lutz accepted the nomination. The motion was seconded by Supervisor Brown. Motion carried.

Chairman Lutz nominated Supervisor Gainer to serve as Vice-Chairman of the Board for 2017. Supervisor Gainer accepted the nomination. The motion was seconded by Supervisor Brown. Motion carried.

**2017 APPOINTMENTS:** The following appointments were accepted as follows:

15. Vice-Chairman Gainer made the motion to accept **Resolution 2017-Three Depository for Township Funds** listing the depositories as First Citizens Community Bank for primary general funds, Fulton Bank for general funds, PLGIT for Liquid Fuels, and Vanguard as the investment account, seconded by Chairman Lutz. This motion carried.

1	Secretary Treasurer:	Dawn Koch	Gainer	Brown	Yes
2	Township Manager:	Dawn Koch	Gainer	Lutz	Yes
3	Roadmaster:	Gary Neidlinger	Gainer	Lutz	Yes
4	Assistant Roadmaster:	Lynn Brown	Gainer	Lutz	2 Yes, Brown obstained
5	Solicitor:	Richard Wiest of Williamson, Friedberg and Jones, LLC.	Gainer	Lutz	Yes
6	Permit Enforcement Officials:	Alfred Benesch Company	Gainer	Lutz	Yes

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7	Sewage Enforcement Official:	Larson Design Group	Gainer	Lutz	Yes
8	Alternate SEO:	Alfred Benesch Company	Gainer	Lutz	Yes
9	UCC Building Code Official:	Alfred Benesch Company	Gainer	Lutz	Yes
10	Driveway Permit Official:	Alfred Benesch Company	Gainer	Lutz	Yes
11	Vacancy Board Chairman:	Heath Machamer	Gainer	Lutz	Yes
12	Emergency Management Coordinator:	Carl Stump	Gainer	Lutz	Yes
13	Fire Marshall:	Mike Stalnecker	Gainer	Lutz	Yes
14	Township Meetings:	3rd Monday of the month at 7:00 p.m. at the Municipal Building	Gainer	Brown	Yes
15	Depositories: (New Resolution Needed due to bank name change)	First Citizens Community Bank, Fulton Bank, PLGIT, Vanguard	Gainer	Lutz	Yes
16	Treasurer's Bond:	\$1,000,000.00	Gainer	Lutz	Yes
17	Open Records Officer:	Dawn Koch	Gainer	Lutz	Yes
18	Assistant Open Records Officer:	Wendell Gainer	Lutz	Brown	Yes
19	UCC Appeals Board Members:	Frank Fox (3 yr), Thomas Hlavaty (2 yr), Heath Machamer (1 yr)	Gainer	Brown	Yes
20	Alternate UCC Appeals Board Member:	James Martin, Jr. (2 yr), James Martin, Sr. (1 yr)	Gainer	Lutz	Yes
21	UCC Appeals Board Representative:	Dawn Koch	Gainer	Lutz	Yes
22	Delegate to the Sch. County Tax Collection Committee:	Barry Newswanger	Gainer	Lutz	Yes
23	Alternate Delegate to the Sch. County Tax Collection Committee:	Larry Padora	Gainer	Lutz	Yes
24	PSATS voting delegate for annual conference:	Dawn Koch	Gainer	Lutz	Yes

**2017 BENEFITS:** Upon motion made by Chairman Lutz approving employee benefits based on employee handbook, seconded by Supervisor Brown. Motion carried

**2017 WAGES:** The following wages were set for 2017:

		Motion	2nd	Carried by All
Township Manager:	Set per resolution 2016-six, with no changes	Lutz	Gainer	Yes
Roadmaster:	\$22.00	Gainer	Brown	Yes

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Assistant Roadmaster:	Set per auditors meeting 1/4/2017	NA		No Vote
Full-time Roadcrew:	\$20.00	Brown	Lutz	Yes
Part-time Roadcrew:	Case by case not to exceed \$18.00	Brown	Lutz	Yes
Secretary Treasurer:	No wage set	NA		No Vote
EMC:	Carl Stump \$19.50	Lutz	Brown	Yes

\*\*Secretary Koch noted that the rate for the full-time road crew was for Gary Wolfe only, the board agreed.

**2017 FEES:** Upon motion of Chairman Lutz, seconded by Supervisor Brown, Driveway Permit Fees were set to remain at \$250.00. This motion unanimously carried.

Upon motion of Chairman Lutz, seconded by Supervisor Brown, the Sewage Permit fee schedule submitted by Larson Design Group was accepted. This motion unanimously carried.

Upon motion of Vice -Chairman Gainer, seconded by Chairman Lutz, carried by all, the Agricultural Structure Permit fees will remain as follows (Structures 1000 – 1500 sq. feet = \$50.00; Structures 1501 – 5000 sq. feet = \$250.00; Structures 5001 sq. feet – and above = \$1,500.00). This motion unanimously carried.

**OLD BUSINESS:** Upon motion made by Chairman Lutz, approve and adopt the updated PA UCC Appeals Board Inter-municipal agreement between Pine Grove Township, Tremont Township and Washington Township dated 1/3/2017, seconded by Supervisors Brown. This motion unanimously carried.

Secretary Koch noted that the agreement was to be presented at each township's regular monthly board meeting in January for signatures.

Secretary Koch addressed the Board regarding the township's per-capita tax exemption form. She stated that the county's submission date was December 31<sup>st</sup> of each year while Washington Township's was currently June 1<sup>st</sup>. She suggested changing the date to be in line with the county.

Upon motion by Vice-Chairman Gainer, approving the Washington Township per-capita tax exemption form be accepted through December 31<sup>st</sup> of each year, seconded by Chairman Lutz. This motion unanimously carried.

**NEW BUSINESS:** No new business

Resident Barry Newswager asked the Board what the Township Manager's position salary was, Vice-Chairman Gainer stated fifty-eight thousand dollars. He also asked if an additional wage would be paid for meetings, Vice-Chairman Gainer stated that was all included within the salary.

Mr. Newswager also asked the Board if Lynn Brown was currently a full-time employee, Chairman Lutz confirmed. Mr. Newswager also asked how the relationship between assistant roadmaster who is also a supervisor and a roadmaster will work. Vice-Chairman Gainer stated he had a discussion with Roadmaster Neidlinger prior to making the decision, he also stated he had Secretary Koch create an organizational chart which was presented which shows that Lynn is listed twice on the chart. Vice-

Chairman stated if Roadmaster Neidlinger believes there is a conflict he is to address it with either Chairman Lutz or himself.

Roadmaster stated that he has worked as the Roadmaster in Washington Township when there were two working supervisors and stated he never had a problem.

**ADJOURNMENT:** There being no further business to come before the Board of Supervisors of Washington Township, upon motion of Supervisor Brown, seconded by Chairman Lutz, carried by all, the meeting adjourned at 7:44 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Dawn A. Koch".

Dawn A. Koch, Sec. Treas.  
Washington Township