

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF April 17, 2017

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, April 17, 2017.

Those in attendance were: Chairman Leon Lutz, Vice-Chairman Wendell Gainer, Supervisor Lynn Brown, Solicitor Rick Wiest and Dawn Koch, TM/Sec/Treasurer. Also, in attendance were: Bob Free, Joan Schwer, Leonard Krapf, Barry Newswanger 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. Commonwealth of PA- filing requirements for 2017 pension plans
2. PA Dept of General Services- Federal surplus account confirmation
3. Highmark- plan group count
4. Keith Heinbach- March 2017 Tax Collector's report
5. HA Thomson Co.- Cancellation request for builder's risk policy
6. Susan Ryon- 2016 amusement tax reports and payment
7. Dept of Auditor General- Wayne Twp Firemen's Relief compliance report
8. Patton and Company CPAs- 2016 audit
9. Sch. Co. Voter registration- election dates
10. PMRS- Copy of letter addressed to Lynn Brown regarding entrance into pension plan
11. Sch. Co. Assessment Bureau- Copies of letter addressed to tax collector regarding assessment changes
12. Sch. Co. Office of Public Safety- 911 address change
13. Sch. Co. Conservation District- Dirt, Gravel & Low volume road grant funding
14. Hammaker East, LTD.- balance of bid paperwork
15. Alfred Benesch- Statement of financial interest
16. Williamson Friedberg & Jones- Statement of financial interest
17. Bognet- Certified payroll reports
18. PSATS- 2017 proposed resolutions, bylaws change, and nominations report
19. US Dept of Commerce- 2020 Census user info
20. HDH Group- Vehicle insurance cards
21. PSATS- 2017 membership
22. DCED- LTAP training opportunities
23. PA Dept of Transportation- Training opportunities
24. PLGIT- annual shareholders meeting announcement
25. PA Township News- April 2017 issue
26. Several catalogs, flyers and magazines

April 17, 2017

PUBLIC COMMENT PERIOD: Barry Newswanger was present and asked the Board where the future election would be held.

APPROVAL OF MINUTES: Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the March 20, 2017 regular monthly meeting without correction. This motion unanimously carried.

TREASURER'S REPORT AND BILLS FOR APPROVAL: Upon motion of Chairman Lutz, seconded by Vice-Chairman Gainer, the March 2017 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$670,053.82. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

RECEIPTS: The report of receipts (Mar 16-Apr 12, 2017) listing \$30,995.77 in EIT receipts, \$57,169.13 in regular General Fund receipts were approved upon motion of Chairman Lutz, seconded by Supervisor Brown. This motion unanimously carried.

TOWNSHIP MANGER REPORT: Chairman Lutz congratulated the employee on a job well done with regards to furnishing the inside of the new building and being prudent with tax payers money.

Koch gave an update on the building progress stating she purchased black out blinds for election day and sheer blinds for everyday use. Vice-Chairman asked for an update on the purchase of community use laptops and a printer/copier/fax machine for the office. Koch stated she would also like to purchase a projector for meeting use. Vice-Chairman Gainer asked Koch where she was at in purchasing, the laptops, projector and printer/copier/Fax. Koch stated she doesn't feel a printer/copier/fax machine is necessary. Vice-Chairman Gainer then asked how much was outstanding to purchase for the building. Koch estimated \$2500. She also stated only \$2500 has been spent to date making the final half of the projected budget.

Koch stated the port of the cell phone service went well except for Gary Neidlinger not having service at his home. Koch stated a work around for that would be for the roadmaster to use a land line in the event of an emergency.

Koch also stated the exterior of the building is to be complete by April 21st, Comcast is to be installed and working by April 21st.

The 2016 DCED audit performed by Patton and Company CPAs came back with a report of all funds being presented fairly.

Employee reviews were performed on April 3rd with positive results.

Koch stated she attended a meeting regarding the most recent snow storm at the Tremont Township Building. Representative Mike Tobash and Tom Rogal were present and had an open forum for municipalities effected by the road conditions to comment. It was stated that two of the three truck used for our area were broke down and no back up plan was in place but they would

work with municipalities and other PennDot locations to improve the process. It was also stated in the meeting that Dad Burnhams and Hetzel's Church Road would be single seal coated in 2017. Vice-Chairman Gainer requested a scope of work on the state road to be complete this year.

ROADMASTER'S REPORT: Motion made by Supervisor Brown to hire Chris Light at \$15.00/hour and Richard Krause at \$17.00/hour for seasonal part-time employment, seconded by Chairman Lutz. This motion unanimously carried.

Line painting was discussed, RM Brown stated the roads that are being tarred and chipped will need lines painted. Koch was instructed to get pricing for the next meeting for all 2017 road project roads minus Doe Drive.

RM Brown stated the truck bids were presented at the March meeting. Chairman Lutz stated he believes we were waiting on financing options. Vice-Chairman then added before financing was talked about he wanted to make sure both RM Brown and Chairman Lutz agreed with which truck was to be purchased. Both parties agreed. Koch continued with the financing options available to the township. Koch stated finance the full amount of \$135,495.66 with 5 annual payment, first payment of \$30,190.89 due at delivery. Put \$70,000 down and finance the remaining \$65,495.66 with 5 annual payments. Pay cash using \$125,000 from liquid fuels equipment availability and the remainder from general funds. Koch stated between the sealcoat project and the \$125,000 for the truck the township would still have an ending balance around \$71,000. Vice-Chairman Gainer asked RM Brown what other road projects he had planned. Gainer stated we need to make sure we are planning and should only be chipping and sealing roads we want to preserve. RM Brown stated he would like to get the worst roads caught up and get on a ten-year program. Gainer asked when will the next reconstruction project happen mentioning Mountain Road and RM Brown stated the 450 ton of blacktop approved to do the sealcoat roads was not going to be enough. RM Brown stated he wanted to do the same milling and paving on Mountain Road this year. Gainer asked if the current milling and paving project was planned, RM Brown replied yes. Gainer suggested looking at the 450-ton project at the end of each week and evaluating it for additional approval in advance. Koch suggested if Mountain Road is to be added as a milling and paving project a plan would need to be presented at the next meeting for approval.

After some discussion regarding the truck upon motion made by Vice-Chairman Gainer approving the purchase of a 2018 108SD single axle Freightliner in the amount of \$135,495.66 with \$70,000 coming from the savings that was budgeted for the skid loader no longer needed and \$65,495.66 coming from Liquid Fuels, seconded by Chairman Lutz. This motion unanimously carried.

Lenny Krapf of 333 Moyers Station Road presented the board with a video and pictures of a water issue he is having at his property regarding run off water. Mr. Krapf stated the water is coming from piping up the street from his home. Vice-Chairman Gainer stated the water is being discharged onto the road and then onto Mr. Krapf's property. RM Brown stated he asked Koch to get in contact with the soil conservation, the county and whoever else approved for the pipes to be installed. RM Brown stated that is where we need to start. RM Brown stated anything we

could do to help Mr. Krapf would just move the problem to another resident. RM Brown suggested installing inlets and piping the water slowly down into the waterway. Vice-Chairman Gainer suggested Koch finding out what she can through contacting the conservation and the county and see if they are willing to share the approved plan, if there were public monies applied to the project to help us solve our problem. Chairman Lutz stated the person who was working on the project was Nancy from the Conservation office. RM Brown stated he feels Mr. Krapf is taking on someone else's water problem. Vice-Chairman Gainer stated between Koch and Brown they are to bring their findings to the next month meeting.

SOLICITOR'S REPORT: Solicitor Wiest was present and went over his findings regarding the Workers Compensation documents from MRM Trust. Wiest stated he is not familiar with the current policy but wanted to make sure the board was aware of a few items. A letter outlining the findings was sent to Chairman Lutz and Koch for review. After some discussion, Koch suggested they table the approval to review Rick's findings and respond at the next meeting. All agreed.

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

A letter was received from Schuylkill County Planning and Zoning regarding the annexation plan of Shenberger to Shenberger, the plan review will be on the agenda of the April 19, 2017 meeting.

SEWAGE ENFORCEMENT OFFICER'S REPORT: The March 2017 reports of Brior Environmental Services, Inc. was received and reviewed. A copy of this report will be kept on file at the **Municipal Office**.

BUILDING/DRIVEWAY REPORTS: The March/April 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 stated she received two quotes for lawn care, one from Chris Light and one from Little Bugger Enterprises. Chris Light's municipal buildings price was \$65.00 per mowing and the ballpark was \$125.00 while Little Bugger's was \$74.00 per mowing at the municipal buildings and \$224.00 at the ballpark. Koch stated between her and RM Brown they choose to go with Little Bugger's Enterprises to perform the 2017 lawn care. Chairman Lutz stated the ball field needs lime and fertilizer and requested Little Bugger give a price to do that work.

NEW BUSINESS: Koch presented the board with a list of residents requesting 2017 Per Capita Tax exemption, upon motion made by Vice-Chairman Gainer approving the list presented, seconded by Chairman Lutz. This motion unanimously carried. A copy of this report will be kept on file at the **Municipal Office**.

Koch presented the board with a quote received from G & S Lawn Care regarding spraying the junipers at the park in the fall. The quote states the junipers must be cleaned up before the spraying can be done, Koch stated she spoke with Gary Brown and he suggest using a weed

wacker to trim the tall weeds to the height of the junipers. The cost for the spraying would be \$525.00.

Koch asked the Board for suggested office hours. After some discussion, it was decided that the office hours of the new building will be 8am to 4pm daily with the possibility of one night a month. Koch suggested staying late the day of the monthly meeting.

Koch asked the Board when they would like to have the open house for the new office building. RM Brown stated before the open house he would like to have the dumpsters moved to increase parking behind the building. Vice-Chairman Gainer stated if millings are available use them to lay on the parking lot. Chairman Lutz stated if future work on the parking lot would be done putting millings on it would make it too high, RM Brown added not in the back lot. Chairman Lutz stated the space between the buildings needs to be concreted before the primary election.

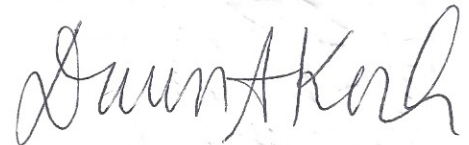
Upon motion made by Vice-Chairman Gainer approving \$2500.00 millings purchase if available to surface the rear parking lot, seconded by Chairman Lutz. This motion unanimously carried.

Upon motion made by Vice-Chairman Gainer approving \$2500.00 for concrete to fill in the open area between the building, seconded by Supervisor Brown. This motion unanimously carried.

After some discussion, it was decided that the open house will be held Saturday, May 13, 2017 from 9am to 12noon with light refreshments. Vice-Chairman Gainer requested it be advertised in the South Schuylkill news.

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 8:42 p.m. This motion unanimously carried.

Respectfully Submitted,



Dawn A. Koch
Washington Township