

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF May 15, 2017

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, May 15, 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: Rick Romig, James Martin, Jr., Sal Varacalli, Bob Free, Joan Schwer, Leonard Krapf 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. Keith Heinbach- April 2017 tax report
2. Alfred Benesch Engineers- Copy of completion letters to contractors
3. Bognet- Certified payrolls
4. BJH Electrical- Certified payrolls
5. Spotts Brothers- Certified payrolls
6. Dutchman MX park- 2017 permit request with activity dates
7. PA Right to know request- Signature Information Solutions requesting March tax collection reports
8. Asphalt Maintenance Solutions- Certificate of Liability Insurance
9. Stop N Rock- New gas card
10. US Dept of Commerce- 2017 Survey of Public Employment & Payroll survey
11. Statement of Financial Interest- Leon Lutz and Lynn Brown
12. PA General Assembly- Second Class Twp Code cumulative supplement #6
13. Congressmen Matt Cartwright- Invitation to the PA-17 Mayors' Conference
14. PA Township News- May 2017 Issue
15. Several flyers, advertisements, catalogs, etc.

PUBLIC COMMENT PERIOD: Rick Romig was present to requested the closing of Newswanger Road on June 3, 2017 for approximately 30 to 45 minutes to have his wedding ceremony there. After a brief discussion, it was decided that Mr. Romig will need to get back to the township with an exact time. The office will print and deliver letters of the closing to inform resident on that road of the specific time. The township would provide two part-time road crew members to put up road closure signs and help with traffic. Vice-Chairman Gainer stated he would like Mr. Romig to hold the time frame to a half an hour and it should cost no more than \$100.00.

APPROVAL OF MINUTES: Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the April 17, 2017 regular monthly meeting and May 1, 2017 special 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 April 2017 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$636,497.19. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

RECEIPTS: The report of receipts (Apr 13-May 10, 2017) listing \$25,147.93 in EIT receipts, \$155,930.78 in regular General Fund receipts and \$217,048.83 in liquid fuels receipts were approved upon motion of Chairman Lutz, seconded by Supervisor Brown. This motion unanimously carried.

TOWNSHIP MANGER REPORT: Koch gave an update on the process and budget regarding the new office building. She stated that at this moment the building budget is only over budget by 3% in total.

Koch stated she attended the PSATS conference at the end of April and attended several classes one was an Agricultural Security Areas where she found out information that needs to be followed up on.

Koch also stated the Comcast phone, fax and wireless line is in and working. Koch also stated all information was updated on the website, letterhead etc.

Koch updated the board with regards to the permit issuing process, she stated all permits will be requested through the township office, fees will also be collected at the township building once permits are issued.

ROADMASTER'S REPORT: Roadmaster Brown gave an update on the milling and paving completion, the upcoming sealcoat project to be done the second week of June and the current crack sealing being done throughout the township along with mowing.

Upon motion made by Chairman Lutz approving the quote from DBI Service in the amount of \$2,407.60 for line painting on the 2017 sealcoat roads, seconded by Supervisor Brown. This motion unanimously carried.

Upon motion made by Supervisor Brown approving the hiring of Cody Farrell as part-time seasonal at a rate of \$14.00 per hour, seconded by Chairman Lutz. This motion unanimously carried.

SOLICITOR'S REPORT: Solicitor Wiest was present and gave a brief explanation on the proposed ordinance emergency management services that coordinates with the hazardous material emergency planning & response act. The ordinance would provide the ability to receive reimbursement for extraordinary expenses and services. Wiest stated the township looked at it in the past but could not remember the reason it wasn't adopted in the past and asked that the matter

be tabled until he had an opportunity to review it with his associates. Wiest stated his concern is the township would become a watch dog whenever someone has an emergency. He did state that if it was a insurance requirement he could see adopting but wanted to check into it further.

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

SEWAGE ENFORCEMENT OFFICER'S REPORT: The April 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 April/May 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 gave an update on the findings regarding the water issue on Moyers Station Road. She stated she spoke with several people including Nancy from NRC, Kyle and Susan from planning and zoning and Dave from Larson Design Group. All returning similar answers stating the water has always flowed that direction and the home owner Mr. Krapf built his home within the swale. Koch stated Mr. Krapf's best option is to have the property regraded to help aid the flow of water. She also stated she found the original subdivision of the property and it states the land owner is responsible for any erosion and sediment on the property. Vice-Chairman Gainer suggest Mr. Krapf contact Larson Design Group. Mr. Krapf was in the audience and thanked the Board for all the work that was done and appreciated the attention he was given.

Solicitor Wiest gave an update on the MRM Trust insurance that he made comments on at the April meeting. He stated he reviewed the responses from the insurance companies and believes they answered the concerns of the workers' compensation. Solicitor Wiest stated in his opinion he does not see a reason not to move onto the new company.

Upon motion made by Vice-Chairman Gainer approving resolution 2017-six authorizing participation into the MRM Workers' Compensation pooled trust, seconded by Chairman Lutz. This motion unanimously carried.

Koch gave an update on the work that was completed on the two state roads within Washington Township. She also gave a description of the sealcoat project scheduled for the end of July 2017. After some discussion of the work that was performed Vice-Chairman Gainer asked Koch to inquire about a 3-5-year plan in taking care of the roads after the work being done this year. Vice-Chairman Gainer stated extensive gutter and culvert work would need to be done before the township would consider taking over the roads.

NEW BUSINESS: Koch presented the board with the quote received from Reed's Lock & Access Control System for surveillance and controlled key system for the new building and land around the new building. After some discussion, it was decided to table the work until the building expenses are closed out.

Koch stated she had five inquiries regarding the building cleaning but only two submitted a quote. Koch suggested Tasha Humphrey at \$100.00 per cleaning. After some discussion it was suggested to start the cleaning on a bi-weekly basis to see if further cleaning is needed. Vice-Chairman Gainer stated the bathrooms are for office personnel and guest use only, he stated the road crew are to still use the facilities in the garage so that they do not track mud or other materials in from their boots.

Upon motion made by Chairman Lutz, Tasha Humphrey was approved as the cleaning person for the township office building at \$100.00 per cleaning, seconded by Supervisor Brown. This motion unanimously carried.

Koch presented a question to the Board regarding the Per Capita Tax exemption form, she stated the tax collector denied a resident the exemption they choose due to him having knowledge of their income being higher than the \$5000 exemption. Koch stated the resident did not choose that exemption so it should not have been an issue. After some discussion of the exemption list Solicitor Wiest stated he would look into the act to see if some of the exemptions listed are per the act or a township adopted exemption. In the meantime, Solicitor Wiest is to send a letter to Keith Heinbach informing him that he must conform to the existing form. Upon motion made by Vice-Chairman Gainer granting Solicitor Wiest the ability to look into the Per Capital Tax form and provide an update, seconded by Chairman Lutz. This motion unanimously carried.

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

Upon motion made by Supervisor Gainer approved the exemption from Per Capita Tax for two students for 2016, seconded by Chairman Lutz. This motion unanimously carried.

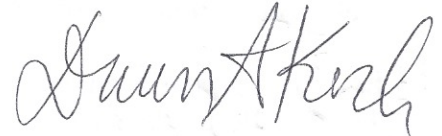
Koch stated since he began full-time she has received several resident complaints. Up until this point she has been addressing each issue accordingly but presented the Board with a complaint form that she intends to post to the website and to have available for residents to complete. The complaint form is designed to put the responsibility onto the resident to communicate issues with neighbors before coming to the township and to come to the township once other avenues have been exhausted.

Chairman Lutz asked Koch if the Emergency Management Coordinator has been contacted informing him of the new facility and internet service. Koch stated she will contact him, Chairman Lutz also stated he would also need a key to the building in the event he arrives before any of the supervisors in the event of an emergency. Vice-Chairman Gainer stated a key log will need to be kept until the fob system is installed. Gainer then asked if the keys were nonduplicating keys. Koch stated they are inscribed with do not duplicate but that doesn't mean they cannot be. Vice-Chairman Gainer stated a form would need to be signed stating whomever has a key agrees not to duplicate the key.

The Board adjourned to executive session at 8:13pm to discuss legal matters and may or may not return with a vote. The Board returned at 8:28pm with no votes or decisions being made.

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, the meeting adjourned at 8:30 p.m. This motion unanimously carried.

Respectfully Submitted,



Dawn A. Koch
Washington Township

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