

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF July 17, 2017

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

Those in attendance were: Chairman Leon Lutz, Vice-Chairman Wendell Gainer, Jr., Supervisor Lynn Brown, Solicitor Rick Wiest and Dawn Koch, TM/Sec/Treasurer. Also, in attendance were: Bob Free, Joan Schwer, Skylee Brown 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. Jason Natale- Emailed complaint regarding Roedersville Mennonite Church
2. Shawn Donohue- Emailed complaint regarding tar and chip debris damaging his vehicle
3. Keith Heinbach- Tax Collectors report for June 2017
4. Edward Redding- Annual report regarding holding tank
5. FEMA- Flood risk review for Schuylkill Co 7/10/17 (attended by Koch)
6. PA DEP- Letter regarding storage tanks
7. Sch. Co. Conservation District- Copy of letter to James Miller regarding the expiration of the General NPDES Storm Water Construction Permit
8. Quest Diagnostics- Lab Results for employees
9. Municipal Benefits Services- 2017 Board Position Nominations
10. Sch. Co. Tax Claim Bureau- Court Date update
11. PA DEP- Letter addressed to Northern Swatara Creek Watershed Assoc regarding General Permit Acknowledgment
12. Office of Public Safety- 911 address update
13. PA Right to know- Ian Mccurdy requesting info on a property on Wolfe's Road and Signature Info Solutions requesting May tax collector's report
14. Pottsville Materials- Updated asphalt quote
15. Senator Argall- Letter of support for the multimodal grant
16. Spotts Brothers- certified payrolls
17. PA Township News- July 2017 Issue
18. Misc. Flyers, advertisements, and catalogs

PUBLIC COMMENT PERIOD: No public comments.

APPROVAL OF MINUTES: Upon motion of Chairman Lutz, seconded by Supervisor Brown, approved the minutes to the June 19, 2017 regular monthly meeting without correction. This motion unanimously carried.

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TREASURER'S REPORT AND BILLS FOR APPROVAL: Upon motion of Chairman Lutz, seconded by Supervisor Brown, the June 2017 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$693,488.58. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

Upon motion made by Chairman Lutz approving the payment of \$103,105.40 to Hammaker East LTD d/b/a Russell Standard Corp. out of the liquid fuels account for the completion of the 2017 tar and chip road program, seconded by Supervisor Brown. This motion unanimously carried.

RECEIPTS: The report of receipts (June 10-July 12, 2017) listing \$28,861.34 in EIT receipts, \$22,141.26 in regular General Fund receipts were approved upon motion of Chairman Lutz, seconded by Supervisor Brown. This motion unanimously carried.

TOWNSHIP MANGER REPORT: Koch reported that she completed three grant applications. Two were to the Conservation District, one for Dirt & Gravel Grant for 1.45 miles of Trophy Drive to improve drainage, update existing turnouts, and stabilize the road base. We requested \$63,987.50 for 2018 budget for a total cost of \$88,253.50. The second one is for a Low Volume Grant to widen Loop Road from 13' to 19'. We requested \$57,136.84 for 2018 budget for a total cost of \$76,679.34. We also submitted an application to PA DEP for Alternative Fuels Incentive Grant Program for the 2018 Freightliner. The grant would be for 50% of purchase price which if awarded would be \$66,332.83.

Koch also gave an update on the progress of the newsletter, she stated she plans to have the first issue ready for mailing for October.

Koch presented the supervisors with a proposed updated copy of the employee handbook for them to review for future discussion.

Koch also stated she attended a webinar on a 457-retirement plan hosted by PSATS. She stated she was looking into options outside of the pension plan for employees to make contribution towards. She hopes to have the results in the near future.

Koch stated she attended the required ESM training for Dirt, Gravel & Low Volume Roads in Hershey on July 12 & 13, 2017. She stated the grants can also be used to help repair or replace bridges and will look into that for 2018 since the 2017 application date has passed.

Koch presented the board with a packet received from Lehigh Valley Engineer for them to review.

ROADMASTER'S REPORT: Roadmaster (RM) Brown stated the inlet and pipe cleaning was complete, he stated there were a couple still blocked that they are continuing to work on. Brown requested assistance from a local fire company but they were unavailable to help. Brown then

took an old trailer and constructed a water tank trailer, removing the old metal tank and replacing it with a plastic tank.

RM Brown stated a ground hog caused a sink hole on Sawmill Road by digging out both sides of the pipe. He stated he had to close the road on July 4th until repairs can be made. Upon doing this Brown found that the tamper the township currently owns did not work. He contacted Plasterer and they loaned us a new one. He stated he did not get a price to fix the old one but he believes it would be more cost effective to purchase a new one.

Upon motion made by Vice-Chairman Gainer approving the purchase of a new tamper not to exceed \$2,700.00, seconded by Chairman Lutz. This motion unanimously carried.

RM Brown stated he mowed the back part of the park and uncovered more junipers, he requested approval to get quotes to spray them to kill the weeds. He also stated he uncovered a walking path that hasn't been kept up. He would like to rehab it and get it ready for use.

Upon motion made by Chairman Lutz approving the Roadmaster's report as printed, seconded by Vice-Chairman Gainer. This motion unanimously carried.

SOLICITOR'S REPORT: Solicitor Wiest deferred discussion to later agenda items.

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

SEWAGE ENFORCEMENT OFFICER'S REPORT: The June 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 June/July 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**.

Koch updated the board with a driveway violation that was brought to her attention. She stated she wrote a letter asking the resident to obtain the proper permits per the ordinance by July 28, 2017. She stated she would keep the board informed.

OLD BUSINESS: Upon motion made by Vice-Chairman Gainer approving the quote from Reed's to install a controlled key system at the township office building, seconded by Chairman Lutz. This motion unanimously carried. Vice-Chairman Gainer stated that we should plan for surveillance at the office/garage and park in the 2018 budget.

Solicitor Wiest stated he reviewed a letter received by a resident. One part of the letter addresses tax collection issues that was addressed before and the second part of the letter addresses a general concern regarding the tax collector's office being ADA compliant. Solicitor Wiest stated the tax collector can comply in other ways, one being holding office hours at the township office building. Solicitor Wiest stated we need to make the tax collector aware of the regulation. Vice-

Chairman Gainer requested that Koch write a letter to the tax collector highlighting the last paragraph of the letter to make him aware of the regulation. The letter should suggest that the tax collector contact Koch to discuss those options.

NEW BUSINESS: Upon motion made by Vice-Chairman Gainer approving the updating of the park contract to include the renter would be responsible for providing trash bags, and all paper products including paper towels and toilet paper, seconded by Chairman Lutz. This motion unanimously carried.

Upon motion made by Chairman Lutz approving the addition donation of \$2,000.00 to each of the four fire companies that service Washington township, Pine Grove HH&L, Friedensburg Fire Co., North End Fire Co. and Summit Station Fire Co. #1, seconded by Supervisor Brown. This motion unanimously carried.

Vice-Chairman Gainer asked to revisit the updated park contract, he stated he wasn't sure he was in favor of having renters bring their own trash bags and toilet paper. He then asked why the changes were being made. Koch stated that a situation arose where a renter did not have sufficient supplies and came to the township and took products from the township building. She stated the renter was an employee and had access to get into the garage. After some discussion, Vice-Chairman Gainer asked that the above motion be changed to renters being responsible for disposing trash into the dumpster provided and that they are responsible for all paper products to be used by them in the kitchen.

Koch presented the board with an option to change the current general fund held at First Citizens Bank to a political interest-bearing account at a rate of 1%. She stated nothing would change except the type of account and that interest would be earned. After some discussion, a motion was made by Chairman Lutz approving the change of the current general fund held at First Citizens from a regular checking to a political interest-bearing account provided the account number stays the same, seconded by Vice-Chairman Gainer. This motion unanimously carried.

Solicitor Wiest gave a brief description of the currently recycling contract with Cougle's Recycling. He stated that historically the rebate prices of \$10/ton and \$40/ton have not changed. He stated there was no evidence of a plastic rebate ever being paid. After some discussion, it was decided that between Solicitor Wiest and Township Manager Koch would work together with Cougle's to get the situation under control. Vice-Chairman requested the payment to Cougle's be held until the situation is resolved.

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 carried. A copy of this report will be kept on file at the **Municipal Office**.

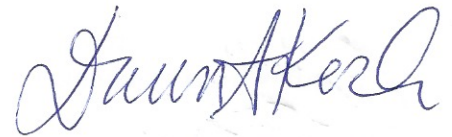
The Board adjourned to an executive session at 8:20pm and returned at 8:23pm with no decisions being made.

Vice-Chairman Gainer stated the township engaged Michael O'Pake as a litigating attorney to advise the township on legal matters.

Upon motion made by Vice-Chairman Gainer revoking the engagement with attorney Michael O'Pake and replace him with attorney William Reiley, seconded by Chairman Lutz. Included in this motion is the acceptance of William Reiley's hourly rate of \$180.00 per hour. This motion unanimously carried.

ADJOURNMENT: There being no further business to come before the Board of Supervisors of Washington Township, upon motion of Vice-Chairman Gainer, seconded by Chairman Lutz, the meeting adjourned at 8:26 p.m. This motion unanimously carried.

Respectfully Submitted,



Dawn A. Koch
Washington Township

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