

WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF September 18, 2017

The regular monthly meeting of the Washington Township Board of Supervisors was held Monday, September 18, 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: Robert Free, Gary Brown, 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. Philadelphia Ins Co- Claim acknowledge form
2. PSATS UC Trust ballot for board position
3. PA Dept of Transportation- 2018 Liquid Fuels allocation
4. US Dept of Commerce- Census 2020 registration
5. Sch. Co. Assessment- Notice of assessment appeal hearing
6. Staples- request for updated exemption certificate
7. Tyler Powell- right to know request regarding fire damage property escrow account
8. Sch. Co. DA office- Info regarding drug abuse within the county
9. McMahon Associates- Inspection deficiency notification for Kutz Road Bridge
10. McMahon Associates- Inspection deficiency notification for Turkey Farm Road Bridge
11. McMahon Associates- Inspection deficiency notification for Grist Mill Road Bridge
12. PA State Police- two incident investigation reports, one for theft of storm grates and one for criminal mischief at the township building.
13. Keith Heinbach- August 2017 Tax Collectors Report
14. Rick Wiest- Copy of letter addressed to Leon regarding the Emergency Response Act
15. AmTrust North America- Insurance paperwork for an employee
16. Sch. Co. Assessment Bureau- Change of assessment notice listing report
17. Sch. Co. Office of Public Safety- New 911 address for 181 Farm View Road, 465 Birds Hill Road and 422 Covered Bridge Road
18. State Conservation Commission- Certificate of completion for Dawn Koch for DGLV roads
19. Lyons Recreation- Receipt of payment
20. PGA Teener league- Fall practice and game schedule
21. WJP Engineers- Land use letter regarding Edgewood Farms on Farm View & Birds Hill subdivisions
22. Pine Grove HH&L- Thank you note
23. Liberty Mutual- status query for Spotts Brothers
24. Liberty Mutual- Certificate of Insurance for Pennsy Supply

25. Sch. Co. Township Officials Assoc- Convention invite for 10/18 @ Mountain Valley Golf Course
26. PA Township News- September 2017 issue
27. Vanguard- 2018 voting
28. Several flyers, catalogs, and ads

PUBLIC COMMENT PERIOD: No public comments.

APPROVAL OF MINUTES: Upon motion of Vice-Chairman Gainer, seconded by Supervisor Brown, approved the minutes to the August 7, 2017 regular monthly meeting without correction. This motion unanimously carried.

TREASURER'S REPORT AND BILLS FOR APPROVAL: Upon motion of Vice-Chairman Gainer, seconded by Chairman Lutz, the August 2017 Treasurer's Report was approved, with a balance in all accounts, before receipts and bills, of \$590,790.89. Included in this motion was the approval of payment of all bills presented. This motion unanimously carried.

RECEIPTS: The report of receipts (August 4-September 13, 2017) listing \$38,237.59 in EIT receipts, \$12,685.78 in regular General Fund receipts were approved upon motion of Chairman Lutz, seconded by Supervisor Brown. This motion unanimously carried.

TOWNSHIP MANGER REPORT: Koch stated she has been working on filing all past permits by parcel number and all subdivisions by road/subdivision. She also gave a brief update on the grant still outstanding for the new truck, she stated it is still in the observation phase and will update the Board when more information is received.

Koch presented the Board with a draft of the newsletter and stated a standard bulk mail permit was needed at \$450.00, postage was estimated at \$350.00, and printing of the newsletter would cost \$750.00. Upon motion made by Vice-Chairman Gainer approving the cost of printing and mailing the newsletter up to \$1,500.00, seconded by Chairman Lutz. This motion unanimously carried.

Koch addressed the changes to the handbook that were made for Board review. Vice-Chairman Gainer asked that Koch present a bulleted list prior to next meeting for discussion at the October meeting. Koch also stated she was working with Voya regarding a 457-retirement plan to begin in 2018.

Koch stated she was working with Fulton Bank regarding a savings account to replace Vanguard to bring the funds closer, she also stated the First Citizens account is currently giving a 1% interest rate on the general fund and may suggest keeping in the general fund that is providing the best rate currently.

Koch addressed the Board about codification of the township's ordinances, details were given of the benefits of codification. She stated there are about 60 ordinances within the township that need updating and this would do that work to align with county and state regulations. Solicitor

Wiest agreed it would be beneficial for the township. Koch stated the price for this would be \$6,445, Vice-Chairman Gainer asked Solicitor Wiest if he could do this work for \$100.00 an ordinance and he answered, "no".

Koch updated the Board on the electronics recycle event, she stated it will be held Wednesday, October 18th from 2:00pm-6:00pm. She stated all weekends were taken through spring 2018, she also suggested if the event is successful the Board may consider scheduling a weekend next fall earlier in the year.

Koch addressed the Board with a concern received from a resident on Hidden Acres Lane regarding a fire that happened and the property is sitting untouched. She presented the Board with the ordinance regarding fire escrow and stated she has sent a letter and a copy of the ordinance to the home owner and is awaiting correspondence. Koch stated she would keep the Board informed of the progress.

ROADMASTER'S REPORT: Roadmaster (RM) Brown updated the Board on items not found in the report. He stated he along with Gary Wolfe traveled to Kutz and looked over the controls for the new 2018 Freightliner truck. He said the truck is expected to be delivered the second week of October.

He stated in the coming weeks the road crew would be trimming trees and shoulders within the township. He also stated the road crew would be doing some crack sealing on township roads.

A motion made by Chairman Lutz approving RM Brown's monthly roadmaster report, seconded by Vice-Chairman Gainer. This motion unanimously carried.

SOLICITOR'S REPORT: Solicitor Wiest was present and stated he does not believe changing the per capita ordinance would be needed provided the tax collector was agreeable to the 2018 exemption form, which Koch stated he was, then Solicitor Wiest would consider the matter dropped.

Solicitor Wiest stated he was surprised to hear about the number of ordinances within the township and stated if they were reviewed that majority would not be relevant anymore. Koch stated she has gone through the ordinances and states they were passed in minutes for example 2008-1 UCC Amendment but could not find where it was removed. Solicitor Wiest asked if Ryan of Alfred Benesch mentioned that not having that ordinance on the PA UCC web pages renders it ineffective and Koch stated he did not.

Upon motion made by Vice-Chairman Gainer, due to ordinance 2008-one not being updated on the PA UCC Municipal Code Change Ordinance website the Board of Washington Township hereby repeals ordinance 2008-one due to not currently being enforced and will not be enforced in the future, seconded by Chairman Lutz. This motion unanimously passes.

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

A copy of a letter received from the Schuylkill County Planning and Zoning addressed to Robert M. Horning 80 Frantz Road regarding subdivision plan for tracts to be sold by Robert Horning has been determined to be administratively complete.

A copy of a letter received from the Schuylkill County Planning and Zoning addressed to Robert and Sandra Free, 171 Fox Road regarding annexation plan for lot annexation has been determined to be administratively complete.

A request for planning waiver & Non-building declaration was received and approved for Robert Horning

SEWAGE ENFORCEMENT OFFICER'S REPORT: The August 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 July/August 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 addressed the savings account options earlier under the Township Managers report and stated more information will come in October.

NEW BUSINESS: Koch presented the Board with the PMRS annual MMO report for 2018. The commitment plus fees came to a total of \$10,140.00. Upon motion made by Vice-Chairman Gainer accepting the MMO report as written, seconded by Chairman Lutz. This motion unanimously passed.

Koch stated she is in the process of getting some quotes for new locks at the park pavilion.

Upon motion made by Vice-Chairman Gainer approving the Statewide Tax Recovery exemption for Richard Zerbe, Jr., 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 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 mentioned under the Township Managers report with regards to the ordinance 2005-1 Disposition of Fire Insurance Proceeds. She stated she sent a letter to the home owner and is awaiting correspondence.

Koch presented the Board with a proposed 2018 budget outlining all revenues and expenses. A summary and detailed list accompanied the packet for further discussion in October.

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 8:02 p.m. into executive session where no decision will be made and where the Board will not return after. This motion unanimously carried.

Respectfully Submitted,



Dawn A. Koch
Washington Township

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