

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
January 9, 2024

MEETING AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Requests to Address the Board/Public Comment
- V. Correspondence and Reports
 1. Received Correspondence:
 - a. Clarification of Commonwealth Court ruling regarding the placement of additional items not previously listed on a meeting Agenda.
 - b. The Notice to Bidders advertisement for the rebidding of the park project has been placed in the Washington Observer. Bids are due on February 7th with a planned award date of February 13. Work is anticipated to begin April 1st and be complete by the Memorial Day weekend in May.
 2. Planning Board:
 - The Board did not meet on January 4th due to the lack of any items needing attention or action.
 3. Zoning Board: No meeting.
 4. Park Board: No meeting
 5. Roadmaster's Report
 6. Solicitor's Remarks
- VI. Discussion & Action Items
 - A. Routine
 1. Approval of Agenda with/without Addendum
 2. Approval of Minutes – December 12, 2023 regular meeting and the January 2, 2024 reorganization meeting.

Agenda

B. Specific

1. Personnel

a. Elected Office, Appointed Boards & Contracted Personnel

1. Resignations/Appointments

a. Zoning Hearing Board Re-appointments

Recommended Action

Consider a motion to re-appoint Dave Ricciuti to the Washington Township Zoning Hearing Board for additional five (5) year term expiring on December 31, 2028.

b. Park Board – Re-appointment

Recommended Action

Consider a motion to re-appoint Walker Smith to the Township Park Board, for additional five (5) year term, expiring on December 31, 2028.

c. Kenneth Headlee - Vacancy Board Term Renewal

Recommended Action

Consider a motion that Kenneth Headlee be re-appointed to the Vacancy Board for a 1-year term, expiring on December 31, 2024.

d. Dennis Makel, Solicitor

Recommended Action

Consider a motion to name Dennis Makel, Esquire as Township Solicitor for the calendar year 2024, at the contracted hourly rate of \$130.00 (\$5 increase) plus expenses, and \$200 per meeting attended.

e. Tim Neil, Sewage Enforcement Officer

Recommended Action

Consider a motion to re-appoint Tim Neil as the Township Sewage Enforcement Officer (SEO) for the calendar year 2024, with no change to his 2023 contracted rates. It is further recommended that Brian Sokol be named as the alternate SEO for 2024 as well.

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f. Harshman CE Group LLC - Zoning Official

Recommended Action

Consider a motion to name the Harshman CE Group, LLC of Washington, PA as the Township Zoning Officer for the calendar year 2024, at the contracted rate of \$63.00 per hour.

g. Harshman CE Group, LLC – Codes Enforcement Official

Recommended Action

Consider a motion to name the Harshman CE Group, LLC of Washington, PA as the Township Codes Enforcement Officer for the calendar year 2024, at the contracted rate of \$52.00 per hour.

h. Harshman CE Group, LLC - UCC Inspection Services

Consider a motion to appoint Harshman CE Group LLC to provide the required Uniform Construction Code (UCC) inspection services for calendar year 2024. Fees charged pursuant to the attached Schedule.

i. Richard Patton – Emergency Management Coordinator

Recommended Action

Consider a motion for Richard (Rick) Patton to continue serving as the township's Emergency Management Coordinator for calendar year 2024, pursuant to the Pennsylvania Emergency Management Services Code.

j. Mackin Engineering Co., Planning

Recommended Action

Consider a motion to re-appoint Mackin Engineering Co., as the Township Engineer, acting as the planning consultant to the Supervisors and Planning Board. Fees are charged on an hourly basis of work performed.

b. Township Employees

1. Resignations/Retirements/Furloughs

2. Appointments

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a. William (Bill) Main, Full-time Maintenance Employee

Recommended Action

Consider a motion to retain William (Bill) Main as a full-time Township Maintenance employee for calendar year 2024, at an hourly rate of \$20.75, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2021-1.

b. Jason Rosa, Full-time Maintenance Employee

Recommended Action

Consider a motion to retain Jason Rosa as a full-time Township Maintenance employee for calendar year 2024, at an hourly rate of \$20.75, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2021-1.

c. Gary Bennett, Full-time Maintenance Employee

Recommended Action

Consider a motion to retain Gary Bennett as a full-time Township Maintenance employee for calendar year 2024, at an hourly rate of \$20.75, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2021-1.

d. Appointment of Roadmaster and Assistant Roadmaster

Recommended Action

Consider a motion to name Charles Hickman as the Roadmaster and William (Bill) Main as the Assistant Roadmaster, for the 2024 calendar year, at an additional hourly rate of \$1.50 per hour respectively.

2. Business Operations

a. Approval of Treasurer's Report for period ending December 31, 2023

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>ARPA</u>
Beginning Balance	\$ 267,642.28	\$ 11,400.03	\$ 29,343.78	\$ 59,279.33
Revenues	64,410.27	5.89	595.65	162.26
Expenditures	<u>-51,016.95</u>	<u>-0.00</u>	<u>-100.00</u>	<u>-0.00</u>
Ending Balance	\$ 281,035.60	\$ 11,405.92	\$ 29,839.43	\$ 59,441.59

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	<u>Fire Fund</u>		<u>Impact Fee</u>
Beginning Balance	\$ 11,965.18	Beginning Cash Balance	\$ 414,396.33
Revenues	307.84	Revenues - Interest	940.11
Expenditures	<u>-9,135.00</u>	Other	0.00
Ending Balance	\$ 3,138.02	Expenditures	<u>-95,547.73</u>
		Available Cash Balance	\$ 319,788.71
		Investments Held	<u>\$ 2,000,000.00</u>
		Total Account Balance	\$ 2,319,788.71

Recommended Action

Consider a motion to approve the Treasurer's report for the period ending December 31, 2023 and direct that it be filed for audit.

b. Bills & Transfers for Approval for All Funds – December, 2023

Recommended Action

Consider a motion to approve the payment of the monthly bills, payroll and intra-fund transfers, as listed on the attached, from the following accounts:

General Fund	\$ 45,253.82
Liquid Fuels Fund	0.00
Machinery Fund	100.00
Impact Fund	94,783.06
Fire Fund	<u>11,550.00</u>
Total Bills & Transfers for Approval	\$ 151,686.88

c. Permission to Obtain Bids for Stone

Recommended Action

Consider a motion granting permission to advertise for sealed bids for the various stone to be used during 2024.

d. Permission to Obtain Bids for Contracted Tar & Chip Application

Recommended Action

Consider a motion granting permission to advertise for sealed bids for tar and chipping of select township

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roadways during 2024. Bidders will be required to provide all of the stone, oil, labor and equipment necessary to perform the work pursuant to the township's specifications.

3. Operations, Buildings, Grounds & Highways

4. Township Supervisors

a. Ordinances, Resolutions

1. Resolution #1-2024 - Designation of Banking Institution

Recommended Action

Consider a motion to adopt the following resolution (#1-2024):

BE IT RESOLVED that the First National Bank of Pennsylvania be designated as the depository of township funds during calendar year 2024, pursuant to Section 708 of the Township Code, subject to bonding and insurance requirements.

3. Establishment of 2024 Park Pavilion Fees

Recommended Action

Consider a motion to establish the 2024 usage fees for the pavilion rental at Washington Township Park (no change from prior year) as follows:

Full day (11am – 9pm)	\$100.00
Afternoon day (11am – 5pm)	70.00
Evening (6pm – 9pm)	40.00

b. Agreements, Contracts, Permits

1. Payment of Medicare and Supplemental Insurance Premiums

The township Secretary has requested the Supervisors continue in 2024, the previously approved payment for her Medicare and Supplemental Insurance premiums in lieu of paying her premiums for coverage under the township's UPMC health insurance plan, to which she is entitled by her employment agreement. This results in a substantial savings to the township of several thousand dollars per year.

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Consider a motion to approve the payment by the township for the Medicare and Supplemental Insurance premiums for the Township Secretary, in the amount of \$426.27 per month, in lieu of paying her health insurance premiums charged by the township's health insurance program (UPMC) for which she would be entitled, resulting in an annual savings to the township of several thousand dollars.

VII. New Business

VIII. Information & Announcements

1. Review of Planning, Zoning & Park Board Members & Terms - see Attachment
2. Upcoming Meetings
 - Supervisor's Regular Meeting, Tuesday, February 13, 2024
 - Planning Board, Thursday, February 8, 2024 at 7:30 p.m.
 - Zoning Hearing Board and Park Board meets as needed.

IX. Public Comment/Questions

X. Adjournment