

**WASHINGTON TOWNSHIP  
BOARD OF SUPERVISORS**

112 Municipal Lane  
Prosperity, PA 15329

March 5, 2024

**MEETING MINUTES**

Walter Stout, Chairman, called the March 5, 2024 meeting of the Washington Township Supervisors to order at 6:30 PM. In attendance were Supervisors Walter Stout, Troy Smith, and Charles Hickman, Secretary Diane Headlee, and township residents Larry and Stacy Stienhoff.

- I. Requests to Address the Board/Public Comment - there were no requests to address the Board.
  
- II. Correspondence and Reports
  1. Received Correspondence:
    - We were advised by the Department of Conservation & Natural Resources that our request for an amendment to the Washington Township Park Rehabilitation grant application was approved for an additional \$16,985.
    - The township received its actual Liquid Fuels allocation for 2024 on March 1<sup>st</sup>, in the amount of \$129,695.54. The 2024 estimate received last September was \$128,460.
  2. Planning Board:
    - The Planning Board met on March 4, 2024 and to review and make recommendations to the Supervisors for lot split approvals as requested by Shaun and Cynthia Wilson and Max and Kelly Loughman respectively.
  3. Zoning Board: No meeting.
  4. Park Board: No meeting
  5. Roadmaster's Report: Crews did snow removal, plowing and cindering the township roads during recent snows. The crews have started cleaning ditches on several township roadways and removing trees and limbs as needed. They continue to do maintenance on the township-owned trucks and related equipment.
  6. Solicitor's Remarks: We received no remarks from the solicitor. There are two cases still pending.
  7. BCO/Zoning Report – Harshman CE Group report was distributed.
  
- III. Discussion & Action Items
  - A. Routine

1. The Chairman asked the Board for a motion to approve the agenda without an Addendum. The motion was made by Charles Hickman, seconded by Troy Smith. All aye - motion carried
2. The Chairman asked the Board for a motion to approve the of Minutes of the February 13, 2024 Board Meeting. There were no additions or corrections made. The motion was made to approve the Minutes as presented, by Charles Hickman, seconded by Walter Stout. All aye - motion carried

B. Specific

1. Personnel

a. Township Employees

1. Part-time Park Employee

The Chairman asked the Board to consider a motion to name Stephanie Stewart as the part-time summer employee to open, close, and clean/restock the restrooms and pavilions at the park, effective on or about May 20, 2024 and continuing throughout the summer pursuant to the park rental schedule provided by the township, at an hourly wage of \$14.50 for time worked. The motion was made by Troy Smith, seconded by Charles Hickman. All aye – motion carried.

2. Business Operations

a. Purchase of a Certificate of Deposit – Impact Fee Account

The Chairman asked the Board to consider a motion to re-invest the \$1,000,000 Impact Fee Fund Certificate of Deposit which matured on February 18, 2024 in a 6-month Certificate of Deposit (CD) at First National Bank of Pennsylvania, at an annual rate of 5.0%, with an approximate earned interest of \$24,490.91 at maturity. The motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

b. Approval of Treasurer’s Report for period ending February 29, 2024

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>ARPA</u>
Beginning Balance	\$ 251,650.36	\$ 11,412.63	\$ 28,862.37	\$59,626.74
Revenues	50,372.15	5.56	14.52	163.22
Expenditures	<u>-36,044.15</u>	<u>-1,880.74</u>	<u>-1,458.93</u>	<u>-0.00</u>
Ending Balance	\$ 265,978.36	\$ 9,537.45	\$ 27,417.96	\$ 59,789.96

	<u>Fire Fund</u>		<u>Impact Fee</u>
Beginning Balance	\$ 834.86	Beginning Cash Balance	\$ 313,271.77
Revenues	.42	Revenues - Interest	25,996.03
Expenditures	<u>-50.00</u>	CD @ Maturity	1,000,000.00
		Expenditures	-37,711.23
Ending Balance	\$ 785.28	CD Reinvestment	<u>-1,000,000.00</u>
		Available Cash Balance	\$ 301,556.57
		Investments Held	<u>2,000,000.00</u>
		Total Account Balance	\$2,301,556.57

The Chairman asked the Board to consider a motion to approve the Treasurer's report for the period ending February 29, 2024 and direct that it be filed for audit. The motion was made by Troy Smith, seconded by Charles Hickman. All aye – motion carried.

c. Bills & Transfers for Approval for All Funds – February, 2024

The Chairman asked the Board to 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	\$ 31,040.86
Liquid Fuels Fund	3,797.06
Machinery Fund	1,458.93
Impact Fund	41,531.59
Fire Fund	<u>50.00</u>
Total Bills & Transfers for Approval	\$ 77,878.44

The motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

d. Authorization to Submit Amendment Request Letter to DCNR

The Chairman asked the Board to consider a motion to authorize submitting a project commitment letter to DCNR, requesting that the original C2P2 Grant be amended to reflect the increased costs of the project, requiring an increase in the grant award from \$70,000 to \$86,985 and acknowledging the amount of the match portion will increase from \$40,000 to \$56,985. The motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

e. Awarding of Bid - Township Park Rehabilitation Project

Having been thoroughly reviewed by the Architect and the Small Community Program Specialist at the PA Department of Conservation and Natural Resources, the Chairman asked the Board to consider a

motion to award a contract to Raffle Construction of Ruffs Dale, PA., for the specified work based on their low bid of \$143,970 as received for the Washington Township Park Rehabilitation project. The motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

f. Awarding of Bid – Playground Equipment Installation

Following the recommendation of the Mackin Engineering, the Chairman asked the Board to consider a motion to award a contract to StoneMile Group, LLC of Canonsburg, PA, for the installation of the new playground equipment, being a swing set, playset and handicap swing, at the park, based on their low bid of \$25,980 as received and opened on February 7, 2024. The motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

g. Sale of Used Equipment on Municibid.com

The Chairman asked the Board to consider a motion to approve putting the recently replaced Dodge truck bed, hoist and cylinder assembly on 'Municibid' and advertised for sale to the highest bidder. Motion was made by Charles Hickman, seconded by Troy Smith. All aye – motion carried.

3. Operations, Buildings, Grounds & Highways

a. Use of Park Ball Fields – Waynesburg Travel Baseball

The Chairman asked the Board to consider a motion to enter into a 2-year agreement (2024-25) with Waynesburg Travel Baseball for the use of the park ball fields and rest rooms on Monday through Thursday evenings from April 1<sup>st</sup> through July 31<sup>st</sup> of each year. Any scheduled township activities (rental of park) shall have priority with advance notice. They will provide the necessary labor, equipment and materials to maintain the playing fields to a safe playing condition and will also provide in-kind service for park clean-up day. The motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

4. Township Supervisors

a. Ordinances, Resolutions

1. Approval of Lot Split – Max G. & Kelly L. Loughman

Pursuant to the review and recommendation of the Washington Township Planning Board, having met the conditions and requirements of the Township Subdivision and Land Development Ordinance, and having received approval from the Township Engineer, Zoning Officer and the Sewage Enforcement Officer, the Chairman asked the Board to consider a motion to approve a lot split of 2.770 acres, splitting off the storage units and selling them, leaving residual acreage of 4.109, being a part of the parcel of land identified

as Tax ID #24-05-105F conveyed by a Deed between Max & Kelly Loughman and Max and Kelly Loughman. Motion was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

2. Approval of Lot Split – Shaun E. and Cynthia Wilson

Pursuant to the review and recommendation of the Washington Township Planning Board, having met the conditions and requirements of the Township Subdivision and Land Development Ordinance, and having received approval from the Township Engineer, Zoning Officer and the Sewage Enforcement Officer, the Chairman asked the Board to consider a motion to approve a lot split of 7.577 acres, leaving residual acreage of 9.633, being a part of the parcel of land identified as Tax ID #24-05-143 conveyed by a Deed between Shaun E. Wilson and Cynthia Wilson and Shaun E. Wilson and Cynthia Wilson.

b. Agreements, Contracts

1. SPWA Joint Water Line Extension Project – Hemlock Road

Pursuant to the Comprehensive Plan Goals and Objectives to increase access to public water service within the township, the Chairman asked the Board to consider a motion to develop and proceed with a joint construction project with the Southwestern PA Water Authority, to install an 8-inch water line on Hemlock Road, from the intersection at Route 19 to the end of the paved portion of Hemlock Road, an approximate distance of 4,780 feet to serve approximately six households and a commercial user. It is further recommended to approve the invoice in the amount of \$178,517.93 received from Southwest PA Water Authority for the materials, permits and engineering for the water line extension. Approximately \$60,000 of the total will be paid with the township's ARPA monies, and the remainder from Act 13 funding. As with our previous joint projects with SPWA, the township will also provide labor, materials and equipment for backfilling, stone and roadway restoration. The motion to move forward with the Hemlock Road waterline project was made by Troy Smith, seconded by Walter Stout. All aye – motion carried. Charles Hickman abstained, as he is a resident on Hemlock Road.

2. Heavy Hauling Agreements – EQT Production Co.

The Chairman asked the Board to consider a motion to approve a one-year renewal of Heavy Hauling Agreements, with EQT Production Co. for Byard Road (T-514), Pettit Road (T-409) and Breakneck Road (T-404), with an effective date of March 1, 2024 to February 28, 2025, for a fee of \$900.00 pursuant to the approved Schedule of Fees. The motion was made by Charles Hickman, seconded by Troy Smith. All aye – motion carried.

Minutes

IV. New Business: There was no new business.

V. Information & Announcements

- Spring Township Clean-up Day will be from 8:00 am until 4:00 pm, Saturday, April 27, 2024.
- Upcoming Meetings
  - Supervisor's Regular Meeting, Tuesday, April 9, 2024, 6:30 p.m.
  - Planning Board, Thursday, April 4, 2024 at 7:30 p.m.
  - Zoning Hearing Board and Park Board meets as needed.

VI. Public Comment/Questions: There were no additional public comments or questions.

VII. Adjournment

The meeting was adjourned at 7:04 p.m. on a motion by Charles Hickman, seconded by Troy Smith, with all voting 'aye'.

s/Walter S. Stout \_\_\_\_\_ Chairman

s/P. Diane Headlee \_\_\_\_\_ Secretary/Treasurer