

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
July 2, 2024

SPECIAL MEETING MINUTES

Walter Stout, Chairman, called the Special meeting of the Washington Township Supervisors to order at 6:30 PM. In attendance were Supervisors Walter Stout, Troy Smith, and Charles Hickman, and Secretary Diane Headlee.

1. Requests to Address the Board/Public Comment

There were no requests to address the Board.

2. Mr. Stout announced the purpose of the Special Meeting was to name a Township Secretary/Treasurer and to accept the resignation and appoint a township Zoning, Codes Enforcement, & Building (UCC) Inspection Official.

a. Personnel

1. Appointed Office & Contracted Personnel

a. Mary J. Pratt, Township Secretary/Treasurer

Recommended Action

The Chairman asked the Board to consider a motion to name Mary Pratt as the Township Secretary/Treasurer for 20 hours per week with an effective date of July 8, 2024, for a 90-day probationary period, at an hourly rate of \$18.50. Upon the successful completion of said probationary period, she will be paid an hourly rate of \$19.00 for the remainder of 2024. This appointment is made pursuant to the offer of employment made to Ms. Pratt by letter dated June 26, 2024, which specifies the working conditions under which she is being employed. The motion to name Ms. Pratt to the position was made by Charles Hickman, seconded by Walter Stout. All aye – motion carried.

b. McMillen Engineering Inc. – Zoning, Codes Enforcement, & UCC Inspection Official

Recommended Action

The Chairman asked the Board to consider a motion to accept the July 3, 2024 resignation received from the Harshman CE Group, LLC and appoint McMillen Engineering of Uniontown, PA as the Zoning, Codes Enforcement, & UCC Inspection Official for Washington Township, effective July 3, at the contracted rate of \$90 per hour for services provided. The motion was made by Charles Hickman, seconded by Troy Smith. All aye – motion carried.

3. Adjournment

The meeting was adjourned on a motion by Charles Hickman and Troy Smith at 6:34 p.m.

s/Walter S. Stout _____ Chairman

s/P. Diane Headlee _____ Secretary/Treasurer