

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
January 14, 2025

MEETING MINUTES

Walter Stout, Chairman called the January 14, 2025, meeting of the Washington Township Supervisors to order at 6:37 p.m. In attendance were Supervisors Walter Stout, Charles Hickman and Troy Smith, Secretary Mary Pratt, and township employee Jason Rosa.

I. Requests to Address the Board/Public Comment: There were no public comments.

II. Correspondence and Reports

- a. Received the 2025 Certified Assessment Summary for Washington Township. There is an overall decrease of \$496,466 in tax assessment from 2024 due mainly to coal depletion, however, new construction in the township helped to offset the decrease in coal valuation. The change equates to a total decrease in tax revenue in the General, Machinery and Fire funds of approximately \$354 collectively at face.
- b. Planning Board: The Board met on January 2nd to discuss and make recommendations pursuant to the proposed Solar Energy Systems Ordinance which would become an amendment to the Zoning Ordinance.
- c. Zoning Board: No meeting.
- d. Park Board: No meeting
- e. Roadmaster's Report- Maintenance department has been busy with snow removal. The Hemlock water line project has begun. Winter vehicle maintenance is also continuing.
- f. Solicitor's Remarks: Mr. Makel was not in attendance
- g. CEO/Zoning Report-McMillan Engineering – the report was reviewed.

III. Action Items

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 Minutes of the December 10, 2024 Regular Meeting. There were no additions or corrections to the minutes brought forth. A motion was made by Charles Hickman, seconded by Walter Stout. All aye---motion carried.

B. Specific

1. Personnel

a. Elected Office, Appointed Boards & Contracted Personal

a. Planning Board Re-appointments

The Chairman asked the Board to consider a motion to re-appoint Brian Cole, Shirley Hall and Robert Romanosky to the Washington Township Planning Hearing Board for additional four (4) year terms expiring on December 31, 2028.

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

b. Park Board Re-appointments

The Chairman asked the Board to consider a motion to re-appoint Tammy Smith and Terry Meek to the Township Park Board, for additional five (5) year terms, expiring on December 31, 2029.

The motion was made by Charles Hickman, seconded by Walter Stout. Troy Smith abstained from the vote. All aye ---motion carried.

c. Kenneth Headlee - Vacancy Board Term Renewal

The Chairman asked the Board to consider a motion that Kenneth Headlee be re-appointed to the Vacancy Board for a 1-year term, expiring on December 31, 2025.

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

d. Dennis Makel, Solicitor

The Chairman asked the Board to consider a motion to name Dennis Makel, Esquire as Township Solicitor for the calendar year 2025, at the contracted hourly rate of \$140.00 (\$10 increase) plus expenses, and \$225 per meeting attended.

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

e. Tim Neil, Sewage Enforcement Officer

The Chairman asked the Board to consider a motion to re-appoint Tim Neil as the Township Sewage Enforcement Officer (SEO) for the calendar year 2025, with no change to his 2024 contracted rates. It is further recommended that Keith Golden be named as the alternate SEO for 2025 as well.

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

f. McMillen Engineering Inc. – Zoning and Codes Enforcement, Official

The Chairman asked the Board to consider a motion to re-appoint McMillen Engineering of Uniontown, PA as the Zoning and Codes Enforcement Official for Washington Township for 2025, at the contracted rate of \$95 per hour for services provided.

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

g. McMillen Engineering Inc - UCC Inspection Services

The Chairman asked the Board to consider a motion to appoint McMillen Engineering Inc. to provide the required Uniform Construction Code (UCC) inspection services for calendar year 2025. Fees charged pursuant to the Schedule provided (see Minute Book file).

The motion was made by Charles Hickman, seconded by Troy Smith.
All aye ---motion carried.

h. Mackin Engineering Co., Planning

The Chairman asked the Board to 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.

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

2. Township Employees

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

The Chairman asked the Board to consider a motion to retain William (Bill) Main as a full-time Township Maintenance employee for calendar year 2025, at an hourly rate of \$21.25, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2024-1.

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

b. Jason Rosa, Full-time Maintenance Employee

The Chairman asked the Board to consider a motion to retain Jason Rosa as a full-time Township Maintenance employee for calendar year 2025, at an hourly rate of \$21.25, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2024-1.

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

c. Gary Bennett, Full-time Maintenance Employee

The Chairman asked the Board to consider a motion to retain Gary Bennett as a full-time Township Maintenance employee for calendar year 2025, at an hourly rate of \$21.25, (a 50 cent per hour increase), and with benefits and working conditions granted to full-time employees by policy #2024-1.

The motion was made by Troy Smith, seconded by Charlie Hickman. All aye ---motion carried.

d. Appointment of Roadmaster and Assistant Roadmaster

The Chairman asked the Board to consider a motion to name Charles Hickman as the Roadmaster and William (Bill) Main as the Assistant Roadmaster, for the 2025 calendar year, at an additional hourly rate of \$1.50 per hour respectively.

The motion was made by Troy Smith, seconded by Walter Stout. All aye ---motion carried.

2. Business Operations

a. Approval of Treasurer's Report for the period ending December 31, 2024

Mrs. Pratt gave the following Treasurer's Report:

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>Fire Fund</u>
Beginning Balance	\$ 216,080.88	\$ 38,865.85	\$ 47,970.13	\$ 11,925.25
Revenues	69,048.26	87.36	456.05	231.85
Expenditures	<u>-59,036.69</u>	<u>-0.00</u>	<u>-100.00</u>	<u>-50.00</u>
Ending Balance	\$ 226,098.45	\$ 38,953.21	\$ 48,326.18	\$ 12,107.10

Impact Fee

Beginning Cash Balance	\$ 597,992.41
Revenues – Acct. Interest	1,239.23
Other	0.00
Expenditures	<u>-219,339.10</u>
Available Cash Balance	\$ 379,892.54
Investments Held	<u>2,000,000.00</u>
Total Account Balance	\$ 2,379,892.54

The Chairman asked the Board to consider a motion to approve the Treasurer's report for the period ending December 31, 2024 and direct that it be filed for audit.

The motion was made by Troy Smith, seconded by Walter Stout. All aye ---motion carried.

b. Bills & Transfers for Approval for All Funds –December, 2024

The Chairman asked the Board to consider a motion to approve the payment of monthly bills, and payroll as listed (see Minute File Book).

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

General Fund	\$ 59,703.46
Liquid Fuels Fund	0.00
Machinery Fund	100.00
Fire Fund	11,400.00
Impact Fund	<u>219,339.10</u>

Total Bills & Transfers for Approval \$ 290,542.56

c. Permission to Obtain Bids for Stone

The Chairman asked the Board to consider a motion granting permission to advertise for sealed bids for the various stone to be used during 2025.

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

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

The Chairman asked the Board to consider a motion granting permission to prepare specifications and advertise for sealed bids for tar and chipping of select township roadways during 2025. 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.

The motion was made by Charles Hickman, seconded Troy Smith.
All aye ---motion carried.

3. Township Supervisors

a. Ordinances, Resolutions

1. Resolution #1-2025 - Designation of Banking Institution

The Chairman asked the Board to consider a motion to adopt the following resolution (#1-2025):

BE IT RESOLVED that the First National Bank of Pennsylvania be designated as the depository of township funds during calendar year 2025, pursuant to Section 708 of the Township Code, subject to bonding and insurance requirements.

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

2. Establishment of 2025 Park Pavilion Fees

The Chairman asked the Board to consider a motion to establish the 2025 usage fees for the pavilion rental at Washington Township Park (\$10/\$5 change from last year) as follows:

Full day (11am – 9pm)	\$110.00
Afternoon day (11am – 5pm)	75.00
Evening (6pm – 9pm)	45.00

The motion was made by Charles Hickman, seconded by Troy Smith.
All aye ---motion carried.

VII. New Business

VIII. Information & Announcements

1. Review of Planning, Zoning & Park Board Members & Terms - see Minute Book file.
2. Upcoming Meetings
 - Public Hearing re: Solar Energy Systems Ordinance, Tuesday, February 11, 2025 at 6:00 pm
 - Supervisor’s Regular Meeting, Tuesday, February 11 2025 at 6:30 pm
 - Planning Board, Thursday, February 6, 2025 at 7:30 p.m.
 - Zoning Hearing Board and Park Board meets as needed.

IX. Public Comment/Questions: There were no further public comments was made

X. Adjournment

The meeting was adjourned at 7:00 p.m. on a motion by Charlie Hickman, seconded by Troy Smith, with all voting “aye.”

_____ s/Walter S. Stout _____ Chairman

_____ s/Mary J. Pratt _____ Secretary