

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329

MEETING MINUTES

Walter Stout, Chairman, called the January 7, 2026 meeting of the Washington Township Supervisors to order at 6:30 PM. In attendance were Supervisors Walter Stout, Troy Smith, Charles Hickman, Secretary/Treasurer, Amy Beatty and Jason Rosa. There were no others in attendance. Roll Call was taken followed by the Pledge of Allegiance.

I. Requests to Address the Board/Public Comment

There were no requests to address the Board.

II. Correspondence and Reports

1. Received Correspondence:

- a. Pursuant to our request to reduce the speed limit on Route 19 from the southbound I-79 ramp north to the Washington/Greene County line at the top of Dividing Ridge, Penn DOT conducted a speed study which revealed that the existing speed limit of 55 mph should be lowered to 45 mph. New signs indicating the reduced limit will be erected and maintained by Penn DOT when received.
- b. We have received a written bid of \$5,600 from Wayne Township in Mifflin County for the Ingersoll-Rand DD-24 Double Drum Roller which we recently advertised for sale on Municibid.com and the bids received were subsequently rejected. Pursuant to Section 1504 of the Township Code, townships are permitted to sell items to other municipalities without going through the bidding process for the sale of equipment. Action on the matter is on tonight's agenda.

2. The Planning Board did not meet in January as there were no items requiring action on the meeting agenda.
3. Zoning Board: No meeting.
4. Park Board: No meeting.
5. Roadmaster's Report: Mr. Hickman reported that the crew removed trees and limbs along township roads. They finished installing posts and reflectors at all culverts. They plowed snow and cindered township roads as needed. They also performed equipment and building maintenance.
6. Solicitor's Remarks: No remarks
7. BCO/Zoning Report: McMillen Engineering report was presented (see Minute Book file).

III. Discussion & Action Items

A. Routine

Meeting Minutes

1. The Chairman asked the Board for approval of the Agenda, without an Addendum. The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.
2. The Chairman asked the Board for approval of Meeting Minutes of the December 9, 2025 regular meeting and the January 5, 2026 reorganization meeting as presented. The motion was made by Charles Hickman and seconded by Troy Smith to approve the Minutes, with no additions or corrections. All aye – motion carried.

B. Specific

1. Personnel

a. Elected Office, Appointed Boards & Contracted Personnel

1. Resignations/Appointments

a. Planning Board Re-appointments

The Chairman asked for a motion to re-appoint Debra Harris and Brett Stewart to the Washington Township Planning Board for additional four (4) year terms respectively, expiring on December 31, 2029. The motion was made by Charles Hickman and seconded by Walt Stout. All aye - motion carried.

b. Zoning Hearing Board Re-appointment

The Chairman asked for a motion to re-appoint Larry Hall to the Zoning Hearing Board, for additional five (5) year term, expiring on December 31, 2030. The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.

c. Park Board Re-appointments

The Chairman asked for a motion to re-appoint Debbie Stephenson and Shauna Tretinik to the Township Park Board, for additional five (5) year terms respectively, expiring on December 31, 2030. The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.

d. Kenneth Headlee - Vacancy Board Term Renewal

The Chairman asked for a motion that Kenneth Headlee be re-appointed to the Vacancy Board for a 1-year term, expiring on December 31, 2026. The motion was made by Charles Hickman and seconded by Walt Stout. All aye – motion carried.

e. Dennis Makel, Solicitor

The Chairman asked for a motion to name Dennis Makel, Esquire as Township Solicitor for the calendar year 2026, at the contracted

hourly rate of \$150.00 (\$10 increase) plus expenses, and \$225 per meeting attended. The motion was made by Charles Hickman and seconded by Walt Stout. All aye – motion carried.

f. Keith Golden, Sewage Enforcement Officer

The Chairman asked for a motion to appoint Keith Golden as the Township Sewage Enforcement Officer (SEO) for the calendar year 2026, at the contracted rates as attached. It is further recommended that Tim Neil be named as the alternate SEO for 2026 as well. The motion was made by Charles Hickman and seconded by Walt Stout. All aye – motion carried.

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

The Chairman asked for a motion to re-appoint McMillen Engineering of Uniontown, PA as the Zoning and Codes Enforcement Official for Washington Township, for 2026 at the contracted rate of \$119 per hour for Zoning matters and \$98 for Code Enforcement/Site Inspection services. The motion was made by Charles Hickman and seconded by Walt Stout. All aye – motion carried.

h. McMillen Engineering Inc - UCC Inspection Services

The Chairman asked for a motion to appoint McMillen Engineering Inc. to provide the required Uniform Construction Code (UCC) inspection services for calendar year 2026. Fees charged pursuant to the Schedule provided (see Minute Book file). The motion was made by Charles Hickman and seconded by Walt Stout. All aye – motion carried.

i. Mackin Engineering Co., Planning

The Chairman asked for 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 and seconded by Walt Stout. All aye – motion carried.

b. Township Employees

1. Appointments

a. Jason Rosa, Full-time Maintenance Employee

The Chairman asked for a motion to retain Jason Rosa as a full-time Township Maintenance employee for calendar year 2026, at an hourly rate of \$22.00, (a 75 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 and seconded by Troy Smith. All aye – motion carried.

b. Gary Bennett, Full-time Maintenance Employee

The Chairman asked for a motion to retain Gary Bennett as a full-time Township Maintenance employee for calendar year 2026, at an hourly rate of \$22.00, (a 75 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 and seconded by Charles Hickman. All aye – motion carried.

c. Kasey Turner, Full-time Maintenance Employee

The Chairman asked for a motion to retain Kasey Turner as a full-time Township Maintenance employee following the successful completion of his 90-day probationary period on January 17, 2026; and beginning on January 18, 2026 and continuing for the remainder of calendar year 2026, at an hourly rate of \$21.25, (a 1.25 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 and seconded by Troy Smith. All aye – motion carried.

d. Appointment of Roadmaster

The Chairman asked for a motion to name Charles Hickman as the Roadmaster for the 2026 calendar year, at an additional hourly rate of \$2.00 per hour. The motion was made by Troy Smith and seconded by Walt Stout. All aye – motion carried.
Charles Hickman abstained from voting on this matter.

2. Business Operations

a. Approval of Treasurer’s Report for period ending December 31, 2025

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>Fire Fund</u>
Beginning Balance	\$ 185,085.94	\$ 40,507.34	\$ 66,220.06	\$ 12,133.26
Revenues	163,972.66	9.14	138.02	66.34
Expenditures	<u>-56,258.36</u>	<u>-0.00</u>	<u>-3,813.92</u>	<u>-8,661.00</u>
Ending Balance	\$ 292,800.24	\$ 40,516.48	\$ 62,544.16	\$ 3,538.60

Impact Fee

Beginning Cash Balance	\$ 407,045.20
Revenues – Acct. Interest	8,032.27
Expenditures	<u>-154,750.50</u>
Available Cash Balance	\$ 260,326.97
Investments Held	<u>2,250,000.00</u>
Total Account Balance	\$ 2,510,326.97

The Chairman asked for a motion to approve the Treasurer's report for the period ending December 31, 2025 and direct that it be filed for audit. The motion was made by Charles Hickman and seconded by Walt Stout. All aye – motion carried.

b. Bills & Transfers for Approval for All Funds – December, 2025

The Chairman asked for a motion to approve the payment of the monthly bills, payroll and intra-fund transfers, as listed (see Minute Book file), from the following accounts:

General Fund	\$ 56,400.12
Liquid Fuels Fund	0.00
Machinery Fund	3,813.92
Fire Fund	10,950.00
Impact Fund	<u>154,750.50</u>
Total Bills & Transfers for Approval	\$ 225,914.54

The motion was made by Charles Hickman and seconded by Walt Stout. All aye – motion carried.

c. Acceptance of Bid from Another PA Township – Ingersoll Rand Roller

We have received a bid of \$5,600 from Wayne Township, Mifflin County, PA, for the used Ingersoll Rand 48" Double Drum Roller which we had listed on Municibid.com, and for which we rejected a bid of \$3,600. Therefore, pursuant to Section 1504 of the Second Class Township Code, the Chairman asked the Board for a motion to accept the bid of \$5,600 received from Wayne Township, Mifflin County, PA, for the used Ingersoll-Rand 48" Double Drum Roller. The motion was made by Charles Hickman and seconded by Troy Smith. All aye – motion carried.

d. Permission to Obtain Bids for Stone

Chairman asked the Board for a motion granting permission to advertise for sealed bids for the various stone to be used during 2026. The motion was made by Charles Hickman and seconded by Walt Stout. All aye – motion carried.

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

Chairman asked for a motion granting permission to prepare specifications and advertise for sealed bids for tar and chipping of select township roadways during 2026. 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 and seconded by Troy Smith. All aye – motion carried.

3. Operations, Buildings, Grounds & Highways

4. Township Supervisors

a. Ordinances, Resolutions

1. Resolution #1-2026 - Designation of Banking Institution

The Chairman asked for a motion to adopt the following resolution (#1-2026):

BE IT RESOLVED that the First National Bank of Pennsylvania be designated as the depository of township funds during calendar year 2026, pursuant to Section 708 of the Township Code, subject to bonding and insurance requirements.

The motion was made by Charles Hickman and seconded by Walt Stout. All Aye – motion carried.

2. Adoption of Resolution #2 --2026 – Appointment of a Certified Public Accountant to Perform 2025 Audit

The Chairman asked for a motion to adopt the following resolution (#2-2026):

BE IT RESOLVED that pursuant to Section 917 of the Second Class Township Code, consider a motion to appoint Turnley Robertson Associates LLC of New Brighton, PA to perform the required examination (audit) of the various accounts of the township for the fiscal year ending December 31, 2025, at a fee of \$7,000.

The motion was made by Charles Hickman and seconded by Troy Smith. All Aye – motion carried.

3. Establishment of 2026 Park Pavilion Fees

The Chairman asked for a motion to establish the 2026 usage fees for the pavilion rental at Washington Township Park (no 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 and seconded by Walt Stout. All Aye – motion carried

IV. New Business. There was no new business brought forth for discussion.

V. Information & Announcements

- A list of Planning, Zoning & Park Board Members & Terms was distributed
- Upcoming Meetings

Meeting Minutes

- Supervisor's Regular Meeting, Tuesday, February 10, 2026 at 6:30 p.m.
- Planning Board, Thursday, February 5, 2026 at 7:30 p.m.
- Zoning Hearing Board and Park Board meets as needed.

VI. Public Comment/Questions. There were no further comments received from those in attendance.

VII. Adjournment: With nothing further for discussion, the meeting was adjourned at 7:13 p.m. on a motion by Charles Hickman, seconded by Troy Smith. All voted 'aye', meeting adjourned.

s/Walter S. Stout _____ Chairman

s/Amy L. Beatty _____ Secretary/Treasurer