WASHINGTON TOWNSHIP SUPERVISORS

Reorganizational Meeting Minutes

January 3, 2022

The Washington Township Supervisors held their 2022 Reorganizational Meeting on Monday, January 3, 2022. Supervisors present: Robert Hetrick, Steve McClelland, and Timothy Potts. Absent was Supervisor, John Lougee and Supervisor, Robert Hrin. Also present: Daniel Whaling, Roadmaster and Sarah Anderson, Secretary. Visitors: Jerry Stormer, Shirley Stormer, and Mark Walborn.

Salute to the Flag…

CHAIRMAN

Steve McClelland asked for nominations for a temporary Chairman. Robert Hetrick MOTIONED to nominate Steve McClelland as temporary Chairman with a SECOND by Timothy Potts . All the board voted in favor. Nominations were closed.

Temporary Chairman, Steve McClelland asked for Chairman nominations. Robert Hetrick MOTIONED to nominate Steve McClelland as Chairman with a SECOND by Timothy Potts. All the board voted in favor.

VICE-CHAIRMAN

Steve McClelland asked for nominations for a Vice-Chairman. Timothy Potts nominated John Lougee for Vice-Chairman. Nominations were closed.

On a MOTION by Timothy Potts and a SECOND by Robert Hetrick, all the board voting in favor, John Lougee was nominated to the seat of Vice-Chairman.

SECRETARY/TREASURER

On a MOTION by Timothy Potts and a SECOND by Robert Hetrick, all the board voting in favor, Sarah Anderson was appointed Secretary/Treasurer.

On a MOTION by Robert Hetrick and a SECOND by Timothy Potts, all the board voting in favor, the Secretary/Treasurer’s salary was set at $1,030.00 per month.

On a MOTION by Timothy Potts and a SECOND by Robert Hetrick, all the board voting in favor, Treasurer’s bond was set at $260,000.

ROADMASTER

On a MOTION by Robert Hetrick and a SECOND by Timothy Potts, all the board voting in favor, Daniel Whaling was appointed as Roadmaster.

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, all full and part time employees were given a $0.60 raise per hour.

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HOLIDAYS

On a MOTION by Timothy Potts, and a SECOND by Robert Hetrick, all the board voting in favor, paid holidays for fulltime employees are as follows:

FULLTIME EMPLOYEE PAID HOLIDAYS:

NEW YEAR’S DAY: GOOD FRIDAY; MEMORIAL DAY; FOURTH OF JULY; LABOR DAY; THANKSGIVING DAY; THE FRIDAY OR MONDAY AFTER THANKSGIVING; CHRISTMAS DAY.

LEGAL COUNCIL

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, the firm of FERRARO, KRUK, AND FERRARO was appointed as legal counsel.

EMERGENCY SUPERVISORS PAY

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, the supervisors recommended to the auditors that a Supervisor working in an emergency situation should be compensated at $14 per hour.

PLANNING BOARD

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, Dave Holmes was appointed to serve as an alternate on the Planning Board.

On a MOTION by Timothy Potts and a SECOND by Robert Hetrick, all the board voting in favor, Richard Reed was appointed to the Zoning Hearing Board for a 3 year term.

On a MOTION by Timothy Potts and a SECOND by Robert Hetrick, all the board voting in favor, Sandra Wilson, Warren Williamson, and Alan Groves were appointed to the Planning Board for a 5 year term.

VACANCY BOARD

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, Lee Knox was appointed to the Vacancy Board.

 On a MOTION by Timothy Potts and a SECOND by Robert Hetrick, all the board voting in favor, Duane Mowery was appointed to serve on the Appeals Board.

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ZONING OFFICER

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, Sarah Anderson was appointed to serve as Zoning Officer.

MEETINGS

On a MOTION by Timothy Potts, and a SECOND by Robert Hetrick, all the board voting in favor, the Township monthly meetings were scheduled for the 2nd Tuesday of the month at 7 PM except the February, March, and December meetings will be at 5 PM. The Reorganizational Meeting for 2023 will be January 3rd at 6:00 PM.

VOTING DELEGATE

On a MOTION by Steve McClelland, and a SECOND by Timothy Potts, all the board voting in favor, Robert Hetrick was appointed to be the voting delegate for the Township at the State Association Annual Conference in Hershey.

On a MOTION by Timothy Potts, and a SECOND by Robert Hetrick, all the board voting in favor, John Lougee was appointed to be the alternate voting delegate for the Township at the State Association Annual Conference in Hershey.

TAX COLLECTION

On a MOTION by Timothy Potts, and a SECOND by Robert Hetrick, all the board voting in favor, the board appointed the “Tax Collection Agency” which is appointed by the TCC (Tax Collection Committee) for EIT (Earned Income Tax) and the LST (Local Tax Services) for the Township for 2022.

TCC …

On a MOTION by Timothy Potts, and a SECOND by Robert Hetrick, all the board voting in favor, Steve McClelland was appointed to represent the Township at the Tax Collection Committee (TCC).

On a MOTION by Timothy Potts, and a SECOND by Steve McClelland, all the board voting in favor, Robert Hetrick was appointed be the alternate to represent the Township at the Tax Collection Committee (TCC).

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COG

On a MOTION by Timothy Potts, and a SECOND by Robert Hetrick, all the board voting in favor, John Lougee was appointed to represent the Township at the COG meetings.

On a MOTION by Robert Hetrick, and a SECOND by Steve McClelland, all the board voting in favor, Timothy Potts was appointed to serve as the alternate representative at the COG meetings.

STORMWATER MANAGEMENT COMMITTEE

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, Robert Hrin was appointed to represent the Township at the Stormwater Management Committee meetings.

On a MOTION by Robert Hetrick, and a SECOND by Steve McClelland, all the board voting in favor, Timothy Potts was appointed as the alternate to represent the Township at the Stormwater Management Committee meetings.

SEWAGE ENFORCEMENT OFFICER

On a MOTION by Robert Hetrick, a SECOND by Timothy Potts, all the board voting in favor, Jeremy Geer was appointed as SEO of Washington Township contingent upon a contract with Mr. Geer.

Motion to appoint an alternate SEO was tabled until Mr. Geer gets the board his information.

On a MOTION by Robert Hetrick, a SECOND by Timothy Potts, all the board voting in favor, the COG appeals board will act as the SEO appeals board for Washington Township.

ROAD SUPERVISOR

On a MOTION by Timothy Potts, and a SECOND by Steve McClelland, all the board voting in favor, Robert Hetrick was appointed as Superintendent over the Road Department.

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DEPOSITORY

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, PLGIT (Pennsylvania Local Government Investment Trust) was appointed as depository for Township funds for 2022.

TRANSFERS

On a MOTION by Robert Hetrick, a SECOND by Timothy Potts, all the board voting in favor, a $1,000 monthly transfer from the General Fund to the Equipment/Emergency Fund was approved for 2022.

PENSION PLAN

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, Sarah Anderson, Secretary was appointed as the Chief Administrator of the Township’s Employee Municipal Pension Plan.

On a MOTION by Timothy Potts, and a SECOND by Robert Hetrick, all the board voting in favor, the board moved to waive mandatory employee’s contribution to the Township Municipal Pension Plan.

MILEAGE RATE

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, the mileage rate for reimbursement is set at the current IRS which is $0.58.

EMS COORDINATOR

On a MOTION by Timothy Potts, and a SECOND by Robert Hetrick, all the board voting in favor, Robert Hrin was appointed to be the Township’s Emergency Management Coordinator.

ADJOURNMENT

On a MOTION by Timothy Potts, and a SECOND by Robert Hetrick, all the board voting in favor, the Reorganizational Meeting was adjourned at 5:17 PM.

Respectfully submitted,

Sarah Anderson,

Secretary/Treasurer

WASHINGTON TOWNSHIP

Regular Monthly Meeting Minutes

January 3, 2022

The Washington Township Supervisors held their regular monthly meeting on Monday, January 3, 2022, following their Reorganizational Meeting. Members present: Chairman Steve McClelland, Supervisor Robert Hetrick, and Supervisor Timothy Potts. Absent was Vice-Chairman, John Lougee, and Supervisor, Robert Hrin. Also present: Daniel Whaling, Roadmaster and Sarah Anderson, Secretary. Visitors: Jerry Stormer, Shirley Stormer, and Mark Walborn.

MINUTES

On a MOTION by Robert Hetrick, a SECOND by Timothy Potts, all the board voting in favor, the minutes of the December 14, 2021, meeting were approved as presented.

On a MOTION by Timothy Potts, and a SECOND by Steve McClelland, all the board voting in favor, the minutes of the December 27, 2021, Special Meeting were approved as presented.

VOUCHERS AND PAYROLL

On a MOTION Robert Hetrick, a SECOND by Timothy Potts, all the board voting in favor, the vouchers due for payment and the payroll were approved.

TREASURER’S REPORT

On a MOTION by Timothy Potts, a SECOND by Robert Hetrick, all the board voting in favor, the Treasurer’s report was approved as presented.

CORRESPONDENCE

1. One zoning permit was issued in December for a new building by Legends Powersports.
2. COG meeting to be held January 24, 2022.

NEW BUSINESS

On a MOTION by Timothy Potts, a SECOND by Robert Hetrick, all the board voting in favor, Resolution 2022-01, Operating Budget for Jefferson County Tax Collection Committee (TCC) was approved.

On a MOTION Robert Hetrick, a SECOND by Timothy Potts, all the board voting in favor, Resolution 2022-02, Washington Township Fees was approved.

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On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, the SEO contract with Dave Tinker was terminated.

OLD BUSINESS

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, Shirley Stormer was appointed as Township Auditor for a 6 year term.

ROAD REPORT

Log trucks were spotted driving on Sensor Road recently. It was suggested to put a 10 TONS sign on the bridge to remind drivers.

ADJOURNMENT

On a MOTION by Timothy Potts, a SECOND by Robert Hetrick, all the board voting in favor, as there was no further business or discussion, the meeting was adjourned at 5:37 PM.

Respectfully submitted,

Sarah Anderson,

Secretary/Treasurer