WASHINGTON TOWNSHIP SUPERVISORS

Reorganizational Meeting Minutes

January 3, 2023

The Washington Township Supervisors held their 2023 Reorganizational Meeting on Tuesday, January 3, 2023. Supervisors present: Steve McClelland, Robert Hrin, and Timothy Potts. Present by telephone was Supervisor, John Lougee. Absent was Supervisor, Robert Hetrick. Also present: Daniel Whaling, Roadmaster, Greg Kruk, Solicitor, and Sarah Anderson, Secretary. Visitors: Jerry Stormer & Shirley Stormer.

Salute to the Flag…

CHAIRMAN

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

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

VICE-CHAIRMAN

Robert Hrin asked for Vice-Chairman nominations. Steve McClelland MOTIONED to nominate Robert Hrin for Vice-Chairman with a SECOND by Timothy Potts. All the board voted in favor.

SECRETARY/TREASURER

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

On a MOTION by Steve McClelland and a SECOND by Timothy Potts, all the board voting in favor, the Secretary/Treasurer’s salary was set at $1,060.00 per month.

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

ROADMASTER

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

On a MOTION by Steve McClelland, and a SECOND by Timothy Potts, all the board voting in favor, all part time employees, Jerry Stormer, and Daniel Whaling were given a $0.60 raise per hour.

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HOLIDAYS

On a MOTION by Timothy Potts, and a SECOND by Steve McClelland, 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 Steve McClelland, and a SECOND by John Lougee, 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 Steve McClelland, 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 Steve McClelland, and a SECOND by John Lougee, all the board voting in favor, William Hepfner was appointed to serve as an alternate on the Planning Board.

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

VACANCY BOARD

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

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

TCC …

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

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

COG

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

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

SEWAGE ENFORCEMENT OFFICER

On a MOTION by Steve McClelland, a SECOND by John Lougee, all the board voting in favor, Jeremy Geer was appointed as SEO of Washington Township.

On a MOTION by Steve McClelland, and a SECOND by Timothy Potts, all the board voting in favor, Doug Manners was appointed as the alternate SEO of Washington Township.

On a MOTION by Steve McClelland, 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.

STORMWATER MANAGEMENT COMMITTEE

On a MOTION by Steve McClelland, and a SECOND by John Lougee, all the board voting in favor, Robert Hrin was appointed to represent the Township at the Stormwater Management Committee meetings.

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

ROAD SUPERVISOR

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

ZONING OFFICER

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On a MOTION by Steve McClelland, 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 John Lougee, all the board voting in favor, the Township monthly meetings were scheduled for the 2nd Tuesday of the month at 6 PM except the November and December meetings will be at 5 PM. The Reorganizational Meeting for 2024 will be January 2nd at 6:00 PM.

VOTING DELEGATE

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

On a MOTION by Steve McClelland, and a SECOND by Timothy Potts, all the board voting in favor, John Lougee was appointed as 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 Steve McClelland, 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 2023.

DEPOSITORY

On a MOTION by Timothy Potts, and a SECOND by Steve McClelland, all the board voting in favor, PLGIT (Pennsylvania Local Government Investment Trust) was appointed as depository for Township funds for 2023.

PENSION PLAN

On a MOTION by John Lougee, and a SECOND by Steve McClelland, 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 Steve McClelland, all the board voting in favor, the board moved to waive mandatory employee’s contribution to the Township Municipal Pension Plan.

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MILEAGE RATE

On a MOTION by Timothy Potts, and a SECOND by Steve McClelland, all the board voting in favor, the mileage rate for reimbursement is set at the current IRS rate which is $0.65.

TRANSFERS

On a MOTION by John Lougee, a SECOND by Steve McClelland, all the board voting in favor, a $1,000 monthly transfer from the General Fund to the Equipment/Emergency Fund was approved for 2023.

EMS COORDINATOR

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

ADJOURNMENT

On a MOTION by Steve McClelland, and a SECOND by Timothy Potts, all the board voting in favor, the Reorganizational Meeting was adjourned at 6:14 PM.

Respectfully submitted,

Sarah Anderson,

Secretary/Treasurer

WASHINGTON TOWNSHIP

Regular Monthly Meeting Minutes

January 3, 2023

The Washington Township Supervisors held their regular monthly meeting on Tuesday, January 3, 2023, following their Reorganizational Meeting. Members present: Vice-Chairman, Robert Hrin, Supervisor, Steve McClelland, and Supervisor, Timothy Potts. Present by telephone, Chairman, John Lougee. Absent was Supervisor, Robert Hetrick. Also present: Daniel Whaling, Roadmaster, Greg Kruk, Solicitor, and Sarah Anderson, Secretary. Visitors: Jerry Stormer & Shirley Stormer.

MINUTES

On a MOTION by Steve McClelland, a SECOND by Timothy Potts, all the board voting in favor, the minutes of the December 13, 2022, meeting were approved as presented.

VOUCHERS AND PAYROLL

On a MOTION Steve McClelland, 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 Steve McClelland, all the board voting in favor, the Treasurer’s Report was received and filed for audit.

CORRESPONDENCE

1. Permits were issued in December to H. Hershberger for a house, Crown Castle for antenna repair, C. Reitz for a house, and L. Binkert for a house.
2. COG meeting to be held January 23, 2023.
3. TCC meeting to be held January 24, 2023.
4. Linda Higgins called with an update on cows along Beechwood Road.

SOLICITOR REPORT

Solicitor, Greg Kruk, reported we do not have a separate ordinance on junk vehicles. EADS Group will prepare one for us. Mr. Kruk will get a sample letter written to send to any resident pushing snow or leaves on a roadway.

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NEW BUSINESS

On a MOTION by Steve McClelland, a SECOND by Timothy Potts, all the board voting in favor, Resolution 2023-01, Operating Budget for Jefferson County Tax Collection Committee (TCC) was approved.

On a MOTION by Steve McClelland, a SECOND by Timothy Potts, all the board voting in favor, Coleen Hindman’s auditor resignation was accepted.

ROAD REPORT

Roadmaster, Dan Whaling, reported that roads are very soft. The Township will need to purchase a new radio for one of the trucks soon.

ADJOURNMENT

On a MOTION by Timothy Potts, a SECOND by Steve McClelland, all the board voting in favor, as there was no further business or discussion, the meeting was adjourned at 6:44 PM.

Respectfully submitted,

Sarah Anderson,

Secretary/Treasurer