WASHINGTON TOWNSHIP SUPERVISORS

Reorganizational Meeting Minutes

January 2, 2024

The Washington Township Supervisors held their 2024 Reorganizational Meeting on Tuesday, January 2, 2024. Supervisors present: Robert Hetrick and Robert Hrin. Present by phone were Supervisors, John Lougee and Timothy Potts. Absent was Supervisor, Steve McClelland. Also present: Daniel Whaling, Roadmaster, Greg Kruk, Solicitor, and Sarah Anderson, Secretary. Visitors: Jerry Stormer, Gary Huey, and Scott Palmer.

Salute to the Flag…

CHAIRMAN

Robert Hrin asked for nominations for a temporary Chairman. John Lougee MOTIONED to nominate Robert Hrin as temporary Chairman with a SECOND by Robert Hetrick . All the board voted in favor.

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

VICE-CHAIRMAN

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

SECRETARY/TREASURER

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

On a MOTION by John Lougee and a SECOND by Timothy Potts, all the board voting in favor, the Secretary/Treasurer’s salary was set at $1,300.00 per month.

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

On a MOTION by John Lougee, and a SECOND by Timothy Potts, all the board voting in favor, Roadmaster, Daniel Whaling’s wage was set at $22.45 per hour.

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On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, Jerry Stormer’s wage was set at $20.90 per hour.

On a MOTION by Robert Hetrick, and a SECOND by Timothy Potts, all the board voting in favor, Scott Palmer’s wage was set at $19.10 per hour and after his 90-day probation is complete, his wage will increase to $20.90 per hour.

On a MOTION by John Lougee, and a SECOND by Robert Hetrick, all the board voting in favor, the rate of $17.00 per hour for part time employees was set. This will not take effect for the newly hired part time employees until after the completion of their 90-day probation.

HOLIDAYS

On a MOTION by Timothy Potts, and a SECOND by John Lougee, 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 John Lougee, and a SECOND by Robert Hetrick, 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 John Lougee, and a SECOND by Robert Hetrick, 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 John Lougee, and a SECOND by Timothy Potts, all the board voting in favor with Robert Hetrick abstaining, William Hepfner was appointed to serve a 5-year term on the Planning 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 John Lougee, and a SECOND by Robert Hetrick, all the board voting in favor, Timothy Potts was appointed as the alternate to represent the Township at the Tax Collection Committee (TCC).

COG

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

On a MOTION by Timothy Potts, and a SECOND by Robert Hetrick, 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 John Lougee, a SECOND by Robert Hetrick, all the board voting in favor, Jeremy Geer was appointed as SEO of Washington Township.

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

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

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ZONING OFFICER

On a MOTION by John Lougee, 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 John Lougee, and a SECOND by Timothy Potts, all the board voting in favor, the Township monthly supervisor meetings will be scheduled for the 2nd Tuesday of the month at 6 PM.

VOTING DELEGATE

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

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

TAX COLLECTION

On a MOTION by John Lougee, and a SECOND by Timothy Potts, 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 John Lougee, 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 2024.

PENSION PLAN

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

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On a MOTION by John Lougee, 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 John Lougee, and a SECOND by Timothy Potts, all the board voting in favor, the mileage rate for reimbursement is set at the current IRS rate which is $0.67.

TRANSFERS

On a MOTION by John Lougee, 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 2024.

EMS COORDINATOR

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

ADJOURNMENT

On a MOTION by Timothy Potts, and a SECOND by John Lougee, all the board voting in favor, the Reorganizational Meeting was adjourned at 5:13 PM.

Respectfully submitted,

Sarah Anderson,

Secretary/Treasurer

WASHINGTON TOWNSHIP

Regular Monthly Meeting Minutes

January 2, 2024

The Washington Township Supervisors held their regular monthly meeting on Tuesday, January 2, 2024, following their Reorganizational Meeting. Members present: Chairman, Robert Hrin, and Supervisor, Robert Hetrick. Present by phone were Supervisors, John Lougee and Timothy Potts. Absent was Vice-Chairman, Steve McClelland. Also present: Daniel Whaling, Roadmaster, Greg Kruk, Solicitor, and Sarah Anderson, Secretary. Visitors: Jerry Stormer, Scott Palmer, and Gary Huey.

OPEN TO THE FLOOR

Gary Huey suggested purchasing heated mirrors for the 2011 F 550. The board agreed.

MINUTES

On a MOTION by Robert Hetrick, a SECOND by John Lougee, all the board voting in favor, the minutes of the December 12, 2023, meeting were approved as presented.

VOUCHERS AND PAYROLL

On a MOTION by John Lougee, 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 Robert Hetrick, a SECOND by John Lougee, all the board voting in favor, the Treasurer’s Report was received and filed for audit.

CORRESPONDENCE

1. No permits were issued in December.
2. Jefferson Co. EMA is notifying all municipalities that FEMA requires a resolution to adopt the County’s Hazard Mitigation Plan.
3. COG meeting to be held January 22, 2024.
4. TCC meeting to be held January 23, 2024.
5. PUC notified the Board that Verizon filed an application to alter the public crossing on Harvey’s Run Road, a track of B&P Railroad.
6. DEP issued an NPDES permit to Waste Management to discharge stormwater associated with industrial waste.

SOLICITOR REPORT

Solicitor, Greg Kruk, explained the new commercial zone along Route 830. He will be sending letters to all residents affected by the new zoning map changes. A public hearing needs scheduled 30 days after the date of the letter.

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NEW BUSINESS

On a MOTION by Robert Hetrick, a SECOND by Timothy Potts, all the board voting in favor, Resolution 2024-01, Operating Budget for Jefferson County Tax Collection Committee (TCC) was approved.

On a MOTION by John Lougee, a SECOND by Robert Hetrick, all the board voting in favor, the 2024 COG Budget was approved.

On a MOTION by Robert Hetrick, a SECOND by Timothy Potts, all the board voting in favor, with John Lougee abstaining, Coleen Hindman was appointed as Township Auditor to fill the two (2) year vacancy.

On a MOTION by Robert Hetrick, a SECOND by John Lougee, all the board voting in favor, Shirley Stormer was appointed as Township Auditor to fill the two (4) year vacancy.

On a MOTION by Timothy Potts, a SECOND by John Lougee, all the board voting in favor, the Warren & Elizabeth Williamson subdivision was approved as recommended by the Planning Board.

On a MOTION by Timothy Potts, a SECOND by John Lougee, all the board voting in favor, Resolution 2024-03, adopting the Jefferson County 2023 Hazard Mitigation Plan as the official Hazard Mitigation Plan of Washington Township, was approved.

OLD BUSINESS

On a MOTION by Timothy Potts, a SECOND by John Lougee, all the board voting in favor, payment to Berman Truck Group for the 2024 Freightliner chassis cab will be made from Act 13 account.

On a MOTION by John Lougee, a SECOND by Timothy Potts, all the board voting in favor, payment to A&H Equipment for the 2024 Freightliner truck bed will be made by depleting Act 13 account and the remaining balance from General Fund account.

ROAD REPORT

Roadmaster, Dan Whaling, reported that ATV signage is up.

The 2024 Freightliner truck bed has issues. It is missing parts and some parts were not installed to what was agreed upon. Dan will set up a meeting with A&H Equipment to go over the issues.

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Dan Whaling presented the Board with drawings for a new building along with a lean-to off the back of the equipment shed. The Board would like pricing on the lean-to for next month’s meeting.

ADJOURNMENT

On a MOTION by Robert Hetrick, a SECOND by John Lougee, all the board voting in favor, as there was no further business or discussion, the meeting was adjourned at 5:58 PM.

Respectfully submitted,

Sarah Anderson,

Secretary/Treasurer