

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
October 11, 2022

MEETING MINUTES

Walter Stout, Chairman, called the meeting to order at 6:30 PM.

In attendance were Supervisors Walter Stout, Charles Hickman and Troy Smith, Secretary Diane Headlee, Attorney Tim Logan, and residents Larry and Stacy Steinhoff and Jason Rosa.

I. Requests to Address the Board/Public Comment.

Attorney Tim Logan representing township resident Joan Spaulding, addressed the Board regarding a recent notice Mrs. Spaulding had received from David Pollock, the Solicitor for the Southwestern PA Water Authority, regarding a lien being placed on her property for a delinquent water bill. Mr. Logan explained that this matter goes back to the fact that the Spaulding's have a second house on their property and it has never been hooked up to the water line on Rt. 221. He felt that since the township ordinance 1-2011, which was in effect at the time of the water line installation, states only the "*principal home*" located within 150 feet of the line was required to connect that the Spaulding's building, which they use as a guest and/or rental house, was not required to connect. Mr. Stout responded that he was under the impression that this issue had been resolved some time ago and said he would have Mr. Makel contact Mr. Logan to further discuss the matter, in an attempt to resolve it.

II. Correspondence and Reports

1. Received Correspondence:

- The township was notified of its estimated Liquid Fuels allocation for 2023 in the amount of \$128,042.04. This is a slight increase from the actual 2022 payment in Liquid Fuels funding which was \$126,755.04. The estimate is usually several thousand dollars less than the amount actually received.
- We have received the first \$25,000 of the \$50,000 PIONEER grant from the county. The grant is being used to help fund the Waterdam Road waterline extension. The remainder of the grant will be paid at project completion.
- 'No Overnight Parking' signs have been installed at the park.

2. The Planning Board did not meet on October 6th, as there were no items for consideration.

3. Zoning Hearing Board: No meeting necessary.

4. Park Board: The Park Board met on September 22, 2022 to make the plans for the Trunk or Treat that is scheduled for October 29, 2022 at the park or the maintenance building, in case of inclement weather.

5. Roadmaster's Report: The road crew replaced several culverts that cross Dividing Ridge Road and Craynes Run Road in preparation for the flex base paving along

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those roadways. They continue to remove trees and limbs from the township roads, and are mowing along road banks and cleaning ditches. The crew is also doing lawn maintenance at the park and around the office.

- 6. Solicitor's Remarks: The solicitor was not in attendance.
- 7. K-2 Engineering provided a monthly report for September indicating issued building and zoning permits, inspections, and other code enforcement items (see minute book file).

III. Discussion & Action Items

A. Routine

- 1. The Chairman asked the Board for a motion to approve the agenda without an addendum. The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.
- 2. The Chairman asked the Board for a motion to approve the September 13, 2022 regular meeting minutes as presented, with no additions or corrections. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried

B. Specific

1. Business Operations

a. Approval of Treasurer's Report for period ending September 30, 2022

	<u>General</u>	<u>Liquid Fuels</u>	<u>Machinery</u>	<u>ARPA</u>
Beginning Balance	\$ 326,173.02	\$ 151,668.25	\$ 23,306.45	\$ 5,013.68
Revenues	93,155.10	80.03	145.89	52,570.87
Expenditures	<u>-96,784.73</u>	<u>-6,044.80</u>	<u>-100.00</u>	<u>-0.00</u>
Ending Balance	\$ 322,543.39	\$ 145,703.48	\$ 23,352.34	\$ 57,602.38

	<u>Fire Fund</u>		<u>Impact Fee</u>
Beginning Balance	\$ 11,901.93	Beginning Balance	\$ 2,227,491.59
Revenues	75.74	Revenues - Interest	4,089.02
Expenditures	<u>-50.00</u>	Other-(Peoples Gas for Hemlock)	432.18
Ending Balance	\$ 11,927.67	Expenditures	<u>-16,670.00</u>
		Ending Balance	\$ 2,215,342.79

The Chairman asked the Board to consider a motion to approve the Treasurer's report for the period ending September 30, 2022 and direct that it be filed for audit. The motion was made by Troy Smith and seconded by Charles Hickman. Motion carried.

b. Bills & Transfers for Approval for All Funds for September, 2022

The Chairman asked the Board to consider a motion to approve the payment of the September, 2022 bills, payroll and intra-fund transfers, as listed on the attached, from the following accounts:

General Fund	\$ 98,228.93
Machinery Fund	100.00
Fire Fund	50.00
Liquid Fuels Fund	5,604.68
Impact Fund	<u>0.00</u>
 Total Bills, Payroll & Transfers	 \$ 103,983.61

The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

c. Purchase of a Certificate of Deposit – Impact Fee Account

Pursuant to the 2022-23 Impact fee spending plan, the township has a retained (unreserved) balance of approximately \$1,200,000. Currently the balance is earning 2.3% in an interest-bearing checking account.

The Chairman asked the Board to consider a motion to invest \$1,200,000 of the unreserved fund balance held in the Impact Fee Fund account in a 1-year Certificate of Deposit (CD) at First National Bank of Pennsylvania, at an annual rate of 3.23%, with an approximate earned interest at maturity of \$38,760.01. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

2. Operations, Buildings, Grounds & Highways

a. Approval of Payment to SPWA – East Dividing Ridge Road Waterline Projects

The Supervisors have been in discussions for some time with the water authority and with Amwell Township (Washington County) regarding a waterline extension along a shared portion of East Dividing Ridge Road, from its current terminus on Good Hill Road to the intersection with Craynes Run Road, a distance of 2,400 feet, in order to begin planning for a future project to extend the line down Craynes Run. Amwell in turn, would like to continue the line out Dividing Ridge from Craynes Run for an approximate distance of 2,000 feet for future use and planning. The water authority has provided an invoice for the Good Hill to Craynes Run portion for the necessary project material and engineering costs, in anticipation of scheduling the work and also a second invoice for the Craynes Run out Dividing Ridge portion. The project will be a joint effort between the SPWA, Amwell Township, and Washington Township, with costs being evenly split between the two townships. Both townships will be responsible for backfilling, and property restoration.

The Chairman asked the Board to consider a motion to approve the invoice in the amount of \$42,144.87 received from Southwestern PA

Water Authority which reflects half the cost for the materials, permits and engineering for a 2,400-foot waterline extension along a shared portion of East Dividing Ridge Road, from its current terminus on Good Hill Road to the intersection of Craynes Run Road. along East Dividing Ridge Road.

Further, for the Board to consider a motion to approve the invoice in the amount of \$33,306.37 received from SPWA which reflects half the cost for the materials, permits and engineering for a 2,000-foot waterline extension along a shared portion of East Dividing Ridge Road, from the intersection of Craynes Run Road and continuing along East Dividing Ridge Road.

Finally, the total cost of the project is \$150,902.46. The projects will be a joint effort between the SPWA, Amwell Township, and Washington Township, and the project costs are being evenly split between the two townships. Both townships will be responsible for backfilling, and property restoration along the waterline excavation. The Washington Township invoices will be paid from the Impact Fee fund.

The motion was made by Charles Hickman and seconded by Troy Smith to approve both recommended motions in one and proceed with the project. Motion carried.

b. Purchase of Advantage Structure Addition Kit

Pursuant to earlier discussions regarding the need to enlarge the size of the canvas covered building that was purchased in 2019, Log Cabin Fence Company, from whom the original structure was purchased, was contacted and asked for a quote for a 50' x 30' extension kit for the township's existing building.

The Chairman asked the Board to consider a motion to approve the quote received from Log Cabin Fence Company in the amount of \$21,550 for the purchase and installation of a 50' x 30' Advantage Structure addition kit, including the necessary 8" x 8" x 12' foundation posts, to enlarge the existing Advantage Structure to an overall size of 50' x 70'. The invoice will be paid from the Impact Fee fund. The current building is 50' x 40'. The motion was made by Troy Smith and seconded by Charles Hickman. Motion carried.

3. Township Supervisors

a. Engineering Services Contract Proposal

As required by the grant award from DCNR for the ADA improvements and the widening of the walking trail at the park, a proposal was requested from township's planning engineering firm, Mackin Engineering, for the design, contract document preparation, bidding and construction administration phases of the project.

The Chairman asked the Board to consider a motion to approve the proposed agreement, pending final review by the Solicitor, between the Township and Mackin Engineering to provide engineering services to the

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township for the upcoming community park improvement project, pursuant to the DCNR grant requirements. The proposal is as follows:

Site review and verification of field measurements, production of construction plans, details, technical specifications, the completion of the construction documents for public bid, responses to RFI's, complete bid review, recommendations for bid award(s), 18 hours of construction observation, and final punch list review at completion. The grant has a \$40,000 match.

Total Professional Fee, Not to Exceed \$15,500

The motion was made by Charles Hickman and seconded by Troy Smith. Motion carried.

b. Adoption of Resolution Implementing Provisions of Act 57 of 2022

The Chairman asked the Board to consider a motion to adopt the following Resolution (#3-2022):

BE IT RESOLVED that the Board of Supervisors of Washington Township, Greene County, Pennsylvania, Commonwealth of Pennsylvania, hereby directs the township tax collector to implement provisions of Act 57 of 2022, which allows taxpayers who fail to receive a tax notice during the first year of occupancy to apply for and receive a waiver from penalties from the township tax collector. (See Resolution Book for full text).

The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

c. November Meeting Change of Date

Due to the General Election being held on our regular meeting date, November 8, 2022, the Chairman asked the Board to consider a motion to change the date of the November regular Supervisor's meeting to Wednesday, November 9. The motion was made by Charles Hickman and seconded by Walter Stout. Motion carried.

IV. New Business: None

V. Information & Announcements

- Fall Clean-up Day will be from 8:00 am until 4:00 pm, Saturday, October 22, 2022.
- Trunk or Treat for Township children will be from 2:00 until 4:00, Saturday, October 29 at the Park (maintenance garage in case of inclement weather).
- Russell Standard will be placing Flex-base pavement on the upper portion of Craynes Run Road and at various places along East Dividing Ride Road this week.

➤ Upcoming Meetings

- Supervisor's Regular Meeting, Wednesday, November 9th, at 6:30 p.m.

