

**WASHINGTON TOWNSHIP
BOARD OF SUPERVISORS**

112 Municipal Lane
Prosperity, PA 15329
January 4, 2016

MEETING AGENDA

Walter Stout, Chairman called the meeting to order. All attending recited the Pledge of Allegiance.

Walter Stout made the Roll Call, attending were Walter Stout, Correan Stewart, Troy Smith, and Diane Headlee, Secretary. Absent was Dennis Makel, Solicitor.

There was no public comment.

A motion for approval of Agenda with/without Addendum was made by Correan Stewart and seconded by Troy Smith. Motion carried.

A motion for approval of Minutes for the December 8, 2015 meeting was made by Correan Stewart and seconded by Troy Smith. Motion carried.

Treasurer's Report for bank statements ending December 31, 2015 was given by Diane Headlee.

| | General | Liquid Fuels | Machinery |
|--------------------------|----------------|---------------------|------------------|
| Beginning Balance | \$289,873.52 | \$35,151.71 | \$84,941.67 |
| Revenues | \$ 26,172.90 | \$ 2.10 | \$ 240.66 |
| Expenditures | \$ 21,287.86 | \$ 0.00 | \$ 0.00 |
| Ending Balance | \$294,758.56 | \$35,153.81 | \$85,182.33 |

A motion for the approval of Treasurer's Report was made by Troy Smith and seconded by Correan Stewart. Motion carried.

➤ Personnel

Elected Office, Boards & Contracted Personnel - Appointments/Resignations

- Gwen McCullough-Township Auditor-2-year Unexpired Term

Walter Stout, Chairman ask the board to consider that Washington Township resident Gwen McCullough be named to fill the 2-year unexpired term of Township Auditor, effective January 4, 2016. She will serve until the 2017 municipal election. Motion was made by Correan Stewart and seconded by Troy Smith. Motion carried.

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- Larry Hall - Zoning Board Term Renewal

Walter Stout, Chairman, ask the board to consider that Larry Hall be re-appointed to the Township Zoning Board for a 5-year term, expiring on December 31, 2020. Motion was made by Correan Stewart and seconded by Troy Smith. Motion carried.

- Kenneth Headlee - Vacancy Board Term Renewal

Walter Stout, Chairman, ask the board to consider that Kenneth Headlee be re-appointed to the Vacancy Board for a 1-year term, expiring on December 31, 2016. Motion was made by Troy Smith and seconded by Correan Stewart. Motion carried.

- Dennis Makel, Solicitor

Walter Stout, Chairman, ask the board to consider that Dennis Makel, Esquire be named as Township Solicitor for the calendar year 2016, at the contracted hourly rate of \$100.00 plus expenses, and \$250 per meeting attended. Motion made by Troy Smith and seconded by Correan Stewart. Motion carried.

- Tim Neal, Sewage Enforcement Officer

Walter Stout, Chairman, ask the board to consider that Tim Neal be named and placed under contract as the Township Sewage Enforcement Officer (SEO) for the calendar year 2016, at the contracted rate as shown on the attached Fee Schedule. Motion was made by Correan Stewart and seconded by Troy Smith. Motion carried.

- K-2 Engineering, Inc, Zoning Official

Walter Stout Board Chairman, explained that the Supervisors, in an attempt to streamline the residential and commercial building permitting process, feel the zoning and UCC should be under the same umbrella of services.

Walter Stout, Chairman, ask the board to consider that K-2 Engineering, Inc. be named to act as the Township Zoning Officer for the calendar year 2016, at the contracted rate of \$50.00 per hour. Motion was made by Correan Stewart and seconded by Troy Smith. Motion carried.

- K-2 Engineering, Inc. - UCC Inspection Services

Walter Stout, Chairman, ask the board to consider that K-2 Engineering, Inc. be named to provide the inspection services required under the Uniform Construction Code (UCC) in the township for calendar year 2016. Fees charged pursuant to the attached Schedule. Motion was made by Troy Smith and seconded by Correan Stewart. Motion carried.

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- Mackin Engineering Co., Planning

Walter Stout Chairman of the Board explained that in anticipation of updating the Township's Comprehensive Plan and land use plans, the services of an expert planning engineer is needed, whose function it will be to coordinate the gathering of the essential information necessary for the formation of the plan.

Walter Stout, Chairman, ask the board to consider that Mackin Engineering Co., be named as the Township Engineer/Planner to act as a consultant to the Supervisors and Planning Board in the updating of the township's Comprehensive Plan. Motion was made by Correan Stewart and seconded by Troy Smith. Motion carried.

➤ Township Employees

Resignations/Retirements/Leaves/Transfers - Appointments

- William (Bill) Main, Full-time Maintenance Employee

Walter Stout, Chairman, ask the board to consider that William (Bill) Main be retained as a full-time Township Maintenance employee for calendar year 2016, at an hourly rate of \$16.75, and with benefits and working conditions granted to full-time employees by policy #2016-1. Motion was made by Troy Smith and seconded by Walter Stout. Motion carried.

- Jason Rosa, Full-time Maintenance Employee

Walter Stout, Chairman, ask the board to consider that Jason Rosa be retained as a full-time Township Maintenance employee for calendar year 2016, at an hourly rate of \$16.75, and with benefits and working conditions granted to full-time employees by policy #2016-1. Motion was made by Troy Smith and seconded by Correan Stewart. Motion carried.

- Appointment of Roadmaster

Walter Stout, Chairman, ask the board to consider that William (Bill) Main be named as the Roadmaster, at an additional hourly rate of \$2.00. Motion was made by Troy Smith and seconded by Correan Stewart. Motion carried.

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➤ Business Operations

- Bills for Approval for All Funds

Walter Stout, Chairman, ask the board to consider approval of the payment of the monthly bills as listed on the attached, from the following accounts:

| | |
|-------------------|-------------|
| General Fund | \$26,899.78 |
| Liquid Fuels Fund | \$ 0.00 |
| Machinery Fund | \$ 0.00 |
| Impact | \$ 3,826.49 |
| Other Funds | \$ 0.00 |

➤ Opening/Awarding of Bids

Operations, Buildings, Grounds & Highways

- Permission to bid for oil and stone

Walter Stout, Chairman, ask the board to consider giving permission to solicit sealed bids for oil and stone for 2016. Motion was made by Correan Stewart and seconded by Troy Smith. Motion carried.

➤ Township Supervisors

Ordinances, Resolutions & Policies

- Designation of Banking Institution

Walter Stout, Chairman, ask the board to consider the following resolution be adopted:

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

Motion was made by Correan Stewart and seconded by Troy Smith. Motion carried.

- Employment Working Conditions & Benefits Policy #2016-1

Walter Stout, Chairman, ask the board to consider that in order to clarify and detail the difference between the working conditions and fringe benefits when hiring Full-time and steady Part-time township employees, it is recommended the following Employee Working Conditions & Benefit Policy be adopted, with an effective date of January 1, 2016:

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A Full-time Employee shall be one who is hired with anticipation of working at least forty (40) hours per week over the course of a calendar year (12-month period beginning on January 1st).

Full-time employees shall be granted the following benefits:

Health and Dental Insurance is provided at no cost to the employee, for the employee and spouse enrolled in a plan chosen by the Township Supervisors.

Holidays, with pay, as follows: New Year's Day, Martin Luther King Birthday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas Day, Christmas Day, and New Year's Eve day. Also, if the Township building is used as an election polling place, the employees shall have those days off with pay.

Sick Leave as follows: 10 Sick Days or 80 hours. Unused days in any calendar year can be carried over to the next calendar year up to a total of 40 days to be used on account of sickness.

Paid Vacation as follows: Three (3) weeks or 120 hours of paid vacation if the employee is hired in the first quarter (Jan-Mar) of the year; after that paid vacation will be prorated accordingly. Full-time employees are also entitled to take one (1) personal day per calendar year with pay.

Any full-time employee who 1) retires or 2) is furloughed prior to the end of the calendar year and has unused Paid Vacation days, may opt for either payment for those unused days at his/her hourly rate or may opt to utilize those vacation days with pay instead of working up to and including his/her retirement date. There is no payment for unused Sick Days.

Payment for Overtime: Any employee required to be at the worksite more than forty (40) hours per week (Sun-Sat) shall be paid at one and one-half (1 ½) times their normal rate. Overtime shall be paid only after the employee has worked the full 40 hours.

The accrual of Compensatory time in lieu of payment for Overtime earned pursuant to the above shall not be permitted, except in certain circumstances, and only with prior approval by the Board.

Call-Out Time: Full-time employees who are called out for an emergency purpose, (i.e. downed tree, slide, accident, flood, fuel clean-up) occurring at a time other than the employee's normal work hours, shall be guaranteed a minimum of three (3) hours times their applicable hourly pay rate.

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A Part-time Employee, excluding those noted below, shall be one who is hired with anticipation of work for less than full-time (as defined above) in a calendar year (12- month period beginning on January 1st)..

Part-time employees shall be granted the following benefits:

Health and dental insurance, at no cost to the employee, for the employee and spouse enrolled in a plan chosen by the Township Supervisors.

Holidays with Pay as follows, if the Holiday falls within the Part-time Employee's period of employment: New Year's Day, Martin Luther King Birthday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas Day, Christmas Day, and New Year's Eve Day.

Sick leave as follows: 10 Sick Days or proportionate hours, with leave determined by and consisting of the number of hours per day the employee normally works. Unused days or hours in any calendar year can be carried over to the next calendar year up to a total of 40 days, consisting of the number of hours per day the employee normally works, to be used on account of sickness.

Paid vacation as follows: Three (3) weeks or proportionate hours, if hired in the first quarter of the year, with leave determined by and consisting of the number of hours per day the employee normally works; after that, paid vacation will be prorated accordingly using the same formula. Part-time employees are also entitled to take one (1) personal day per calendar year with pay, consisting of the number of hours per day the employee normally works.

Any part-time employee who 1) retires or 2) is furloughed prior to the end of the calendar year and has unused Paid Vacation days, may opt for either payment for those unused days at his/her hourly rate or may opt to utilize those vacation days with pay instead of working up to and including his/her retirement date. There is no payment for unused Sick Days.

Payment for Overtime: Any employee required to be at the worksite more than forty (40) hours per week (Sun-Sat) shall be paid at one and one-half (1 ½) times their normal rate. Overtime shall be paid only after the employee has worked the full 40 hours.

The accrual of Compensatory time in lieu of payment for Overtime earned pursuant to the above shall not be permitted, except in certain circumstances, and only with prior approval by the Board.

Call-Out Time: Part-time employees who are called out for an emergency purpose, (i.e. downed tree, slide, accident, flood, fuel clean-up) occurring at a time other than the employee's normal work hours, shall be

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guaranteed a minimum of three (3) hours times their applicable hourly pay rate.

Summer employees, part-time employees hired for a specified period of time or particular job function, and Substitute employees shall not be entitled to those benefits outlined above. The Board of Supervisors, at their sole option, may grant a variation of the benefit package at the time these employees are hired.

Motion was made by Troy Smith and seconded by Correan Stewart. Motion carried.

The meeting was recessed until Tuesday, January 12, 2016 at 7:00PM.

RECESSED MEETING **Tuesday, January 12, 2016 at 7:00 PM**

Walter Stout, Chairman asked for a motion to reconvene the January 4, 2016 meeting of the Board of Supervisors, for general purposes. Motion was made by Correan Stewart and seconded by Troy Smith. Motion carried.

Walter Stout made the Roll Call, attending were Walter Stout, Correan Stewart, Troy Smith, and Diane Headlee, Secretary. Absent was Dennis Makel, Solicitor.

Requests to Address the Board/Public Comment

There was no request to address the Board nor any public comment.

➤ Correspondence and Reports

Walter Stout stated that at the next meeting we should have reports from the Park Board and the Planning Board.

A motion for approval of Agenda with/without Addendum was made by Correan Stewart and seconded by Troy Smith. Motion carried.

➤ Personnel – Township Employees – Appointments

• Appointment of Township Maintenance Employee

After advertising and receiving a total of fourteen applications for the vacant Township Maintenance Employee position, paper screening was done and seven of the applicants were interviewed by the Supervisors. The two finalists, who were sent for drug testing and a physical exam, were then further interviewed and given testing on the township equipment by the Roadmaster.

Walter Stout, Chairman, ask the board to consider the hiring of Ronald C. Earley, Jr., as a full-time Township Maintenance employee, effective on January 14, 2016, for a 90-day probationary period, at an hourly rate of \$15.25. Upon the successful completion of said probationary period he will then be paid an hourly

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rate of \$15.75 for the remainder of the 2016 calendar year and shall be eligible for those employee benefits granted to full-time employees by policy #2016-1.

The motion was made by Correan Stewart and seconded by Troy Smith. Motion carried.

➤ Operations, Building, Grounds & Highways

• Preparation/Acceptance of Bids

Walter Stout, Chairman, ask the board to consider a motion to approve the preparation of specifications and to obtain bids, pursuant to the applicable statutes, for the following work needing to be done on the Township Maintenance Building:

- a. Relocation of the heater exhaust pipe work.
- b. Repair to the roof penetrations after relocation of the heater exhausts.

The motion was made by Correan Stewart and seconded by Walter Stout. Motion carried.

• Sale of Used Equipment

Walter Stout, Chairman, ask the board to consider a motion, pursuant to Section 1504 of the Township Code, to advertise to receive sealed bids, with the right to accept or reject, for the as-is sale of the following pieces of township-owned equipment:

- #W-3 – 2011 International 4900 Dump Truck
- #W-7 – 1992 Case 695 Tractor w/Alamo 5' side mower.

When asked why we were selling the tractor, Troy Smith commented that it is worn out.

A motion was made by Correan Stewart and seconded by Troy Smith. Motion carried.

➤ Information & Announcements

- A. Review of Planning and Zoning Board Members & Terms - see Attachment

➤ Public Comment/Questions

➤ Adjournment

Correan Stewart made a motion to adjourn the meeting, Troy Smith seconded. Motion carried.