

Organization Meeting – January 2, 2024

The reorganization meeting of the Washington Township Board of Supervisors was held on Tuesday, January 2, 2024, at 9:00 am in the municipal meeting room.

CALL TO ORDER:

Chair Smith called the meeting to order at 9:03 am. In addition to Chair Smith and Vice Chair Tolino were present. Supervisor Huratiak was absent. Also present was Katie Purdue. There were 3 people in the audience.

PLEDGE OF ALLEGIANCE: Recited

ORGANIZATION:

Vice Chair Tolino moved, Chair Smith seconded, to appoint Robert Smith as Board Chair.
Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Carl Tolino as Vice Chair.
Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to hold the regular monthly Board of Supervisors meetings on the second Wednesday of each month in the Township Meeting Room at 7:00 pm and on the fourth Wednesday of each month at 3:30 pm unless otherwise specified.
Public Comment: None **Vote 2 – 0**

Vice Chair Tolino moved, Chair Smith seconded, to appoint Chair Smith as Roadmaster.
Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Vice Chair Tolino as First Assistant Roadmaster.
Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint George Abt as Part-Time Road Department at a rate of \$23.00 per hour as set by the Board of Supervisors.
Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Richard Lane as Part-Time Road Department at a rate of \$22.00 per hour as set by the Board of Supervisors.
Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Tighe Lane as Part-Time Road Department at a rate of \$21.00 per hour as set by the Board of Supervisors.
Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Supervisor Huratiak as Commissioner to the Police Department.
Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to set the rate of the **Part-time Patrol Officers for 2024 at \$ 27.00 per hour** (non-probationary), and **\$ 25.50 per hour** (probationary) with benefits, and terms of employment as per the Statement of Benefits.
Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Kathy McNew as Part-Time Police Department Clerk at the rate of \$21.50 per hour with benefits, and terms of employment as per the Statement of Benefits.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Kathy McNew as Part-Time Township Administrative Janitor at the rate of \$21.50 per hour with benefits, and terms of employment as per the Statement of Benefits.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Vice Chair Tolino as Supervisor to the Office Staff.

Public Comment: None **Vote 3 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Katie Purdue as Part-Time Secretary/Treasurer at a rate of \$31.00 per hour, with meeting pay, and benefits as per the Statement of Benefits.

Public Comment: None **Vote 3 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to approve the Treasurer's Bond in the amount of \$3,000,000.00.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to approve the Bookkeeper's Bond in the amount of \$3,000,000.00.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint the Secretary/Treasurer as the Officer of Open Records for all administrative requests and the Police Chief as the Officer of Open Records for all police requests.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Lisa Shetler as Part-Time Bookkeeper at a rate of \$ 19.00 per hour, with meeting pay, and benefits as per the Statement of Benefits.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Vicki Mack as Part-Time Administration Assistant at a rate of \$ 17.00 per hour, with meeting pay, and benefits as per the Statement of Benefits.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Tina Serfass of Keller Zoning & Inspection Services as Interim Zoning Officer at a rate of \$65.00 per hour.

Public Comment: None **Vote 2 – 0**

Vice Chair Tolino moved, Chair Smith seconded, to appoint Keller Zoning & Inspection Services as the Alternate Zoning Officer in the absence of the Zoning Officer or in the case of a conflict of interest at a rate of \$65.00 per hour.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Vicki Mack as Zoning Hearing Board Secretary with no alternate at their hourly rate with a minimum of \$50.00 per meeting.

Public Comment: None **Vote 2 – 0**

Vice Chair Tolino moved, Chair Smith seconded, to appoint Lisa Shetler as Planning Commission Secretary with no alternate at their hourly rate with a minimum of \$50.00 per meeting.

Public Comment: None **Vote 2 – 0**

Vice Chair moved, Chair Smith seconded, to appoint Gwen Miller as Recreation Secretary with no alternate.

Public Comment: None **Vote 2 – 0**

Vice Chair moved, Chair Smith seconded, to appoint David Ceraul as Solicitor to the Board of Supervisors and Planning Commission at a rate of \$185.00 per hour with no retainer.

Public Comment: None **Vote 2 – 0**

Vice Chair moved, Chair Smith seconded, to appoint Richard E. Santee as Alternate Solicitor to the Board of Supervisors at a rate of \$135.00 per hour with no retainer.

Public Comment: None **Vote 2 – 0**

Vice Chair moved, Chair Smith seconded, to appoint Jeffrey Ott of Ott Consulting, Inc. as Township Engineer with no retainer and at a rate as per the 2024 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None **Vote 2 – 0**

Vice Chair moved, Chair Smith seconded, to accept the 2024 Ott Consulting Inc. rate schedule.

Public Comment: None **Vote 2 – 0**

Vice Chair moved, Chair Smith seconded, to appoint Chris McDermott as Alternate Township Engineer with no retainer and at a rate as per the 2024 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None **Vote 2 – 0**

Vice Chair moved, Chair Smith seconded, to appoint Stephen Sell as Sewage Enforcement Officer. Payment to the S.E.O. will be per the 2024 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None **Vote 2 – 0**

Vice Chair moved, Chair Smith seconded, to appoint Jeffrey Ott as Alternate Sewage Enforcement Officer to act when the Township S.E.O. is unavailable or unable to do the work. Payment to the alternate S.E.O. will be per the 2024 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None **Vote 2 – 0**

Vice Chair moved, Chair Smith seconded, to appoint Daniel A. Mantz as Alternate Sewage Enforcement Officer to act when the Township S.E.O. and Alternate S.E.O are unavailable or unable to do the work. Payment to the alternate S.E.O. will be per the 2024 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None **Vote 2 – 0**

Vice Chair moved, Chair Smith seconded, to appoint Zachary Karasek as Alternate Sewage Enforcement Officer to act when the Township S.E.O. and Alternate S.E.O are unavailable or unable to do the work. Payment to the alternate S.E.O. will be per the 2024 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint **Supervisor Huratiak** as **Representative to the Northampton County Association of Township Officials (NCATO)**.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint **Vice Chair Tolino** as **Alternate to the Northampton County Association of Township Officials (NCATO)**.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint **Fidelity Bank - Bangor** as **Depository for Township funds**.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to retain the **Principal Financial Group through R.J. Hall Company** for the continued investment of the **Police Pension Fund**.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to retain **Pennsylvania Municipal Retirement System** for the continued investment of the **Non-Uniform Employee Pension Fund**.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to **declare the elected position of Tax Collector as vacant**.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint **Berkheimer Associates** to **collect the Real Estate Taxes and Garbage Fees** for the year 2024.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint **Berkheimer Associates** as **Local Services Tax and Delinquent Per Capita Tax collector**. Commission for LST (2.25%).

Public Comment: None **Vote 2 – 0**

Keystone Collections Group was appointed as the Northampton County Earned Income Tax Collector by the Northampton County Tax Collection Committee with a contract through December 31, 2027, per the Act 32 requirement of a County Wide EIT tax collector.

Chair Smith moved, Vice Chair Tolino seconded, to appoint **Creditech**, a division of Berkheimer Associates, to collect **Delinquent Garbage Fees**.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint **Tighe Lane** as **Part-Time, on an as needed basis, for Administrative Building and Grounds Maintenance** at a rate of **\$16.00 per hour** with benefits as per the Statement of Benefits.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint **Cody Lane** as **Part-Time, on an as needed basis, for Mowing & Ground Maintenance** at a rate of **\$18.50 per hour** with benefits as per the Statement of Benefits.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Gilbert Pysher as Part-Time, on an as needed basis, for Mowing & Ground Maintenance at a rate of \$20.00 per hour with benefits as per the Statement of Benefits.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to set the Compensation of the Zoning Hearing Board at \$50.00 per meeting.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Chad DiFelice as Solicitor to the Zoning Hearing Board at an hourly rate of \$135.00 per hour with no retainer.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint James Mamana for a 3 year term on the Zoning Hearing Board, expiring 1/1/2027.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to set the Compensation of the Planning Commission at \$50.00 per meeting.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Carl Palmeri for a 4 year term on the Planning Commission, expiring 1/1/2028.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Michael McGowan as Auditor for a 1 year term.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to re-appoint Michael Sagat as Auditor for a 1 year term.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Joseph Winters as Auditor for a 2 year term; 2024 and 2025.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Supervisor Huratiak to serve as Liaison to the Washington Township Recreation Board.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Vice Chair Tolino as the Alternate Liaison to the Washington Township Recreation Board.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint George Abt as Emergency Management Coordinator at a salary of \$300.00 per year.

Public Comment: None **Vote 2 - 0**

Vice Chair Tolino moved, Chair Smith seconded, to appoint Chair Smith as Alternate Emergency Management Coordinator with no compensation.

Public Comment: None **Vote 2 - 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Supervisor Huratiak as Representative to the Watershed Advisory Committee.

Public Comment: None **Vote 2 – 0**

Vice Chair Tolino moved, Chair Smith seconded, to appoint Keller Zoning as Flood Plain Administrator.

Public Comment: None **Vote 2 – 0**

Vice Chair Tolino moved, Chair Smith seconded, to appoint Secretary/Treasurer Katie Purdue as the Tax Collection Committee delegate for Washington Township.

Public Comment: None **Vote 2 – 0**

Vice Chair Tolino moved, Chair Smith seconded, to appoint Bookkeeper Lisa Shetler as the Tax Collection Committee alternate for Washington Township.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to appoint Vice Chair Tolino as the Tax Collection Committee second alternate for Washington Township.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to make all salaries and hourly rate increases effective the first payroll of the New Year.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to approve mileage reimbursement at the rate set by Federal Regulations for Township personnel conducting Township business using their personal vehicle.

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, that the Zoning Board Meetings will be the first Monday of the month at 6:30 PM, the Recreation Board Meetings will be the fourth Tuesday of the month at 7:00 PM, and the Planning Commission will be the third Tuesday of the month at 7:00 PM (unless date is a Holiday).

Public Comment: None **Vote 2 – 0**

Chair Smith moved, Vice Chair Tolino seconded, to accept the Administration Holidays. The office will be closed on the holidays as posted outside in the box.

Public Comment: None **Vote 2 – 0**

Vice Chair Tolino moved, Chair Smith seconded, to have Chair Smith represent Washington Township as the voting delegate at the Annual Pennsylvania State Association of Township Supervisors (PSATS) Conference in April, 2024.

Public Comment: None **Vote 2 – 0**

Resolution #1-2024: Vice Chair Tolino moved, Chair Smith seconded, to adopt Resolution 1-2024 Fixing the tax rates for 2024 as follows; General purposes 8 (eight) mills (.0080 on each dollar of assessed valuation), which is \$0.80 for each one hundred (100) dollars of assessed value, ½% realty transfer tax on real estate transferred within the Township, \$47.00 Local Services Tax, ½% Earned Income Tax.

Public Comment: None **Vote 2 – 0**

Resolution #2-2024: Vice Chair Tolino moved, Chair Smith seconded, to adopt Resolution 2-2024 appointing Creditech, Inc. a division of Berkheimer Associates of Bangor to collect the delinquent Garbage Fees.

Public Comment: None Vote 2 – 0

Resolution #3-2024: Vice Chair Tolino moved, Chair Smith seconded, to adopt Resolution 3-2024 appointing Berkheimer Associates of Bangor as Collector of Real Estate, Local Services Tax and Garbage Fees.

Public Comment: None Vote 2 – 0

Resolution #4-2024: Vice Chair Tolino moved, Chair Smith seconded, to adopt Resolution 4-2024 appointing the Secretary/Treasurer, as the Chief Administrative Officer of the Police Pension Fund and the Non-Uniform employees Pension Plan of Washington Township.

Public Comment: None Vote 2 – 0

Resolution #5-2024: Vice Chair Tolino moved, Chair Smith seconded, to adopt Resolution 5-2024 authorizing the Treasurer to pay bills between meetings of the Board.

Public Comment: None Vote 2 – 0

Resolution #6-2024: Vice Chair Tolino moved, Chair Smith seconded, to adopt Resolution 6-2024 establishing a uniform Fee Schedule to provide for certain fees paid to the Township.

Public Comment: None Vote 2 – 0

Resolution #7-2024: Vice Chair Tolino moved, Chair Smith seconded, to adopt Resolution 7-2024 establishing an exemption of Local Services Tax for qualified taxpayers.

Public Comment: None Vote 2 – 0

Resolution #8-2024: Vice Chair Tolino moved, Chair Smith seconded, to adopt Resolution 8-2024 appointing the firm of Zelenkofske Axelrod LLC, to examine the accounts of Washington Township for the fiscal year of 2023.

Public Comment: None Vote 2 – 0

Resolution #9-2024: Vice Chair Tolino moved, and Supervisor Huratiak seconded to adopt Resolution 9-2024 continuing the Police Pension Contribution Rate from Individual Full-Time Police Officers, Sergeant and Chief at the standard of 5% for 2024 to maintain the Police Pension Fund on an Actuarially Sound Basis.

Public Comment: None Vote 2 – 0

Resolution #10-2024: Vice Chair Tolino moved, Chair Smith seconded, to adopt Resolution 10-2024 defining a Health Reimbursement Arrangement (HRA) for employees participating in the health insurance plan and authorizing The Harrison Group to facilitate reimbursements for the HRA for the period of 12/1/23-11/30/24.

Public Comment: None Vote 2 – 0

BOARD OF SUPERVISORS:

1) Chair Smith moved, Vice Chair Tolino seconded, to advertise for a full-time police officer.

Public Comment: None Vote 2 – 0

ADJOURNMENT:

Chair Smith moved to adjourn the meeting at 9:28 a.m. Vice Chair Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

Respectfully submitted,

Katie Purdue - Secretary/Treasurer
Washington Township Board of Supervisors