

Special Meeting November 2, 2022

The Special Meeting of the Washington Township Board of Supervisors was held on November 2, 2022, at 9:00 am in the Municipal Meeting Room. The meeting was in-person. The meeting format and agenda were posted on the Township website and the Administrative Building door.

CALL TO ORDER: Chairman Smith called the meeting to order at 9:08 am. In addition to the Chairman, Vice Chairman Tolino and Supervisor Huratiak were present. Also present: Bookkeeper/Planning & Zoning Secretary Katie Purdue, Police Chief James Krome, Road Department Foreman Craig Hester, and Secretary/Treasurer Gail Putvinski. There was one (1) person in the audience.

PLEDGE OF ALLEGIANCE: Recited.

PUBLIC COMMENT:
None

BOARD OF SUPERVISORS: Robert Smith

1) 2023 Budget Planning

Several budget meetings have taken place to date. The General Fund budget will need to be tentatively adopted and advertised. This is an agenda item for the November 9, 2022, meeting. Final adoption is scheduled for the December 14, 2022, meeting. Gail Putvinski distributed View 3 dated 11/2/22 of the DRAFT 2023 General Fund budget. The changes from View 2 were reviewed.

430.740 Road Department Cap Purchase: Amount was changed from 0 to \$25,000 for the purchase of a zero-turn mower.

485.162 Unemployment Compensation: Increased from \$9,336 to \$9,881 after a follow-up review of employee base.

492.700: Transfer to Capital Reserve: At the October 26, 2022, meeting, the Board agreed to increase the amount of transfer to the Capital Reserve from \$100,000 to \$200,000. The Capital Reserve fund is planned for use for a new road department garage.

Total Expense: Total expense in this view is \$3,064,364.00.

Net income: Net income in this view is negative (-) 350,096. This amount can be supported by the fund balance and will be shown on the next Draft as Fund Balance Forward.

The total fund balance will be shown in the next DRAFT as unassigned and assigned. The assigned portion will represent the ARP funds obligated to the Police Department body camera. Vice Chairman Tolino and Supervisor Huratiak raised concern that the EIT and Real Estate Transfer projections may be high based on the state of the economy but agreed to leave. There was also discussion regarding the wages for the office staff. The Board is in the process of reviewing the structure. This budget continues with the current structure of a FT Secretary/Treasurer, FT Bookkeeper/Planning & Zoning Secretary and 2 PT clerical. No revisions were requested at this time.

The 2023 DRAFT sub-budgets were reviewed as follows:

Capital Reserve - The Draft 2023 budget is \$ 200,360.00 with an estimated fund balance of \$359,057.00 at the end of

2023 if there are no expenditures for the new road department garage in 2023.

Detention Pond - Draft 2023 budget is \$ 500.00 with an estimated fund balance of \$12,794 at the end of 2023. It was noted that the ponds have not been cleaned since 2012. Craig Hester stated that the new skid-steer will enable the road department to do the cleaning. In the past it was done by a contractor.

Supervisor Huratiak asked that the establishment of the Detention Pond fund be researched, along with any associated resolution or ordinance.

State Liquid Fuels - Draft 2023 budget is \$ 220,000.00 with an estimated fund balance at the end of 2023 of \$5,174. The general fund has \$200,000 allocated to road construction, bringing the total funds available to \$420,000.00.

Road Improvement - Draft 2023 budget is \$ 2.00 with an estimated fund balance at the end of 2023 of \$1,170. This fund was used in the past for previous projects such as Rutt Road and 2015 Emergency Road.

Sinking Fund Draft 2023 budget is \$ 234,501.00 with an estimated fund balance at the end of 2023 of \$85,354. This includes the transfers from General for the loans and lease/purchase vehicles. The fund balance is higher than estimated last year due to the fact that the “interest only” term of the recreation loan was extended another year.

Recreation Fund - Draft 2023 budget is \$ 15,920.00 if no project in 2023. The Board agreed to leave the budget with no project in 2023. If the Township is awarded the new grant, there may be additional income.

Garbage -

The new contract with J.P. Mascaro has the monthly per unit fee at \$41.11 or \$493.32 per year, per unit. Based on discounts, penalties and non-payments, the annual estimated income from residents is typically estimated at 95%. A document was provided to the Board of Supervisors showing three estimated budget views using the resident rate of \$495, \$500 and \$505 per unit. The \$505 per unit rate is estimated to result in a negative net income of approximately \$17,000. There is a fund balance of approximately \$200,000. The Board agreed to charge a fee of \$505.00 per unit. The budget is \$973,652.00 with an estimated fund balance of \$186,940.00.

Chairman Smith moved, and Vice Chairman Tolino seconded to increase the garbage fee for 2023 to \$505.00 per unit.

Public Comment: None

Vote 3 – 0

Supervisor Huratiak shared that other local municipalities receive funding from Waste Management. He also shared that Waste Management is seeking regional support for expansion. Supervisor Huratiak asked that a letter to Waste Management be drafted for review by the Board.

An updated DRAFT budget message was provided to the Board for review. The message was also reviewed by Chief Krome and Foreman Hester. There were no recommended changes.

2) Slate Belt Comprehensive Plan

The link to the Draft plan is on the website. No comments have been received. Supervisor Huratiak stated that there is a virtual meeting tonight. The Township will need to make a decision soon regarding participation. Participation will require an intermunicipal agreement and an updated zoning ordinance.

3) Administrative Office Staffing

Supervisor Huratiak announced that Katie Purdue, current Bookkeeper/Zoning & Planning Secretary, was offered the position of Secretary/Treasurer effective January 1, 2023, in conjunction with the upcoming retirement of Gail Putvinski. Katie accepted the position. Additional staffing assignments are being reviewed.

Chairman Smith moved, and Supervisor Huratiak seconded to appoint Katie Purdue to the role of Secretary/Treasurer, effective January 1, 2023, and to approve Katie Purdue access to the Township funds via on-line banking at Fidelity Bank.

Public Comment: None

Vote 3 – 0

4) Potential Upgrade of NCR Payroll System

Katie Purdue provided the Board with an overview of an upgraded payroll system with NCR. Katie reviewed a document and outlined a variety of enhancements. She also researched PayChex but recommended an upgrade to NCR, the current payroll company. The cost increase is minimal and would be supported by the budget.

Chairman Smith moved, and Vice Chairman Tolino seconded to approve upgrading the NCR payroll system effective January 1, 2023.

Public Comment: None

Vote 3 – 0

5) Authorization to Prepare Ordinance to Eliminate Township Contractor Licenses

Zoning Officer Tina Serfass recommended elimination of Contractor Licenses at the last meeting.

Chairman Smith moved, and Supervisor Huratiak seconded to authorize Solicitor Ceraul to prepare an ordinance to eliminate Washington Township Contractor Licenses.

Public Comment: None

Vote 3 – 0

6) Authorization to Prepare Ordinance for Garage Sales

Zoning Officer Tina Serfass recommended the establishment of a formal yard sale ordinance with a fee.

Chairman Smith moved, and Supervisor Huratiak seconded to authorize the creation of an ordinance to regulate yard sales.

Public Comment: None

Vote 3 – 0

7) Appointed Auditor(s) Letters of Interest

The Township received two letters of interest for appointment to the position of Township auditor. There are three positions and Michael Sagat has agreed to accept that role again for 2023. As a reminder, the Township has contracted with Zelenkofsky Axelrod LLC to perform the audit of the Township records. This role defines the wages of any working Supervisors. The Board reviewed letters of interest from Michael McGowan and Sean McCollian.

Chairman Smith moved, and Vice Chairman Tolino seconded to plan to appoint Michael McGowan and Sean McCollian to the roles of auditor for 2023.

Public Comment: None

Vote 3 – 0

8) John Deere Tractor

The John Deere 5090 Tractor was ordered last fall and is expected to be delivered shortly. The Township agreed to a five -year lease purchase option. Per the representative from Deer Country the final cost is \$130,596.67. Final documents and the payment schedule are pending.

Chairman Smith moved, and Vice Chairman Tolino seconded to approve the revised cost of \$130,596.67 for the 2022 John Deere Tractor.

Public Comment: None

Vote 3 – 0

RECREATION: Justin Huratiak

1) Status Regarding Submission of DCNR Grant Round 28 Special Fall

The Grant was submitted. Supervisor Huratiak expressed his appreciation to Tina Cosenza for completing the grant application.

2) Status Recreation Phase III Construction Update – Paving Trails and Installing Basketball Court

Supervisor Huratiak reported that the final backup of the trails is being completed this week.

3) Status Recreation Phase III Construction Update – Paving Parking Lots and Driveways

Gaver Industries submitted an invoice for the paving of the parking lots and driveways in the amount of \$176,337.00, which is the amount of the bid. There was a tonnage reduction in the amount of \$14,936.46 but that amount was allocated to the installation of an additional ADA parking space at the soccer field. The invoice, and certified payroll is under review by Ott Consulting Inc. The Township noted that the invoice has an incorrect project name. In addition, a maintenance bond is required prior to payment. Lastly, there is a radius repair by the pickleball courts that needs to be completed.

Last meeting the Board agreed to use General Funds to pay the invoices, after approval, pending receipt of grant funds. This was approved by Solicitor Ceraul. The Board agreed to transfer \$175,000 from General to Recreation, which is the estimated LSA grant payment.

Supervisor Huratiak moved, and Chairman Smith seconded to approve the transfer of \$175,000 from General Fund to Recreation to cover project costs pending receipt of the grant funds.

Public Comment: None

Vote 3 – 0

ADJOURNMENT:

Chairman Smith moved, and Vice Chairman Tolino seconded to adjourn the meeting at 10:32 am.

Public Comment: None

Vote 3 – 0

Respectfully submitted,

Gail Putvinski - Secretary/Treasurer
Washington Township Board of Supervisors