

Organization Meeting – January 3, 2022

The organization meeting of the Washington Township Board of Supervisors was held on Monday, January 3, 2022 at 9:00 am in the municipal meeting room.

CALL TO ORDER:

Supervisor Smith called the meeting to order at 9:09 am. In addition to Supervisor Smith, Supervisor Huratiak and Supervisor Tolino were present. Also present was Secretary/Treasurer Gail Putvinski. There was one (1) person in the audience.

PLEDGE OF ALLEGIANCE: Recited

EXECUTIVE SESSION: Supervisor Smith announced that the Supervisors had an executive session from 9:00 – 9:08 this morning for a personnel issue.

Supervisor Smith welcomed Supervisor Huratiak. Supervisor Huratiak provided a copy of his executed Oath of Office. He was sworn in previously.

CORRESPONDENCE:

- 1) None

ORGANIZATION:

Supervisor Tolino moved and Supervisor Huratiak seconded to appoint **Supervisor Robert Smith** as **Board Chairman**.

Public Comment: None

Vote 2 – 0 – 1 Abstain

Supervisor Smith abstained due to the fact that he was the proposed appointment.

Chairman Smith moved and Supervisor Huratiak seconded to appoint **Supervisor Carl Tolino** as **Vice Chairman**.

Public Comment: None

Vote 2 – 0 – 1 Abstain

Supervisor Tolino abstained due to the fact that he was the proposed appointment.

Chairman Smith moved and Vice Chairman 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 3 - 0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint **Chairman Smith** as **Roadmaster**.

Public Comment: None

Vote 2 - 0 - 1 Abstain

Chairman Smith abstained due to the fact that he was the proposed appointment.

Chairman Smith moved and Vice Chairman Tolino seconded to appoint **Supervisor Huratiak** as **First Assistant Roadmaster**.

Public Comment: None

Vote 2 - 0 - 1 Abstain

Supervisor Huratiak abstained due to the fact that he was the proposed appointment.

Chairman Smith moved and Supervisor Huratiak seconded to appoint **Richard Lane** as **Part-Time Road Department** at a rate of **\$21.36 per hour** as set by the Board of Supervisors.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to appoint **Tighe Lane** as **Part-Time Road Department** at a rate of **\$ 20.77 per hour** as set by the Board of Supervisors.

Public Comment: None

Vote 3 - 0

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Chairman Smith moved and Supervisor Huratiak seconded to appoint **George Abt** as **Part-Time Road Department** member at a rate of \$22.00 per hour as set by the Board of Supervisors.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint **Supervisor Huratiak** as **Commissioner to the Police Department**.

Public Comment: None

Vote 2 – 0 – 1 Abstain

Supervisor Huratiak abstained due to the fact that he was the proposed appointment.

Chairman Smith moved and Vice Chairman Tolino seconded to set the rate of the **Part-time Patrol Officers for 2022** at \$ 25.25 per hour (non-probationary), and \$ 23.80 per hour (probationary) with benefits, and terms of employment as per the Statement of Benefits.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to appoint **Kathy McNew** as **Police Department Clerk** at the rate of \$ 20.00 per hour with benefits, and terms of employment as per the Statement of Benefits.

Public Comment: None

Vote 3 - 0

Chairman Smith moved to appoint **Supervisor Huratiak** as **Supervisor to the Office Staff** and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 2 – 0 – 1 Abstain

Supervisor Huratiak abstained due to the fact that he was the proposed appointment.

Chairman Smith moved and Vice Chairman Tolino seconded to appoint **Gail Putvinski** as **Full-time Secretary/Treasurer** at a rate of \$ 35.98 an hour, with meeting pay, and benefits as per the Statement of Benefits.

Public Comment: None

Vote 3 - 0

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

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to appoint **Katie Purdue** as **Full-time Bookkeeper/Zoning & Planning Secretary** at a rate of \$ 24.50 an hour, with meeting pay, and benefits as per the Statement of Benefits.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to appoint **Tina Cosenza** as **Part-time Administration Clerk** at a rate of \$ 17.00 an hour, with meeting pay, and benefits as per the Statement of Benefits.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman 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 3 - 0

Vice Chairman Tolino moved and Supervisor Huratiak 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 3 - 0

Vice Chairman Tolino moved and Chairman Smith seconded to appoint Katie Purdue as **Zoning Hearing**

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Board Secretary with no alternate at her hourly rate, with a minimum of \$50.00 per meeting.

Public Comment: None

Vote 3 - 0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint Katie Purdue as **Planning Commission Secretary** with no alternate at her hourly rate, with a minimum of \$50.00 per meeting.

Public Comment: None

Vote 3 - 0

Vice Chairman Tolino moved and Chairman Smith seconded to appoint **David Ceraul** as **Solicitor to the Board of Supervisors and Planning Commission** at a rate of \$ 180.00 per hour with no retainer.

Public Comment: None

Vote 3 - 0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint **Richard E. Santee** as **Alternate Solicitor to the Board of Supervisors** at a rate of \$135.00 per hour.

Public Comment: None

Vote 3 - 0

Vice Chairman Tolino moved and Chairman Smith seconded to appoint **Jeffrey Ott** of **Ott Consulting, Inc.** as **Township Engineer** with no retainer and at a rate as per the 2022 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 - 0

Vice Chairman Tolino moved and Chairman Smith seconded to accept the 2022 Ott Consulting Inc. rate schedule.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint **Chris McDermott** as **Alternate Township Engineer** with no retainer and at a rate as per the 2022 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to appoint **Stephen Sell** as **Sewage Enforcement Officer**. Payment to the S.E.O. will be per the 2022 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman Tolino 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 2022 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak 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 2022 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak 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 2022 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to appoint **Nicholas Karasek** as **Alternate Sewage Enforcement Officer** to act when the Township S.E.O. and Alternate S.E.O are unavailable or

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unable to do the work. Payment to the alternate S.E.O. will be per the 2022 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 - 0

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

Public Comment: None

Vote 2 - 0 - 1 Abstain

Supervisor Huratiak abstained due to the fact that he was the proposed appointment.

Chairman Smith moved and Supervisor Huratiak seconded to appoint **Vice Chairman Tolino** as **Alternate to the Northampton County Association of Township Officials (NCATO).**

Public Comment: None

Vote 2 - 0 - 1 Abstain

Vice Chairman Tolino abstained due to the fact that he was the proposed appointment.

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

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman 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 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to retain **Pennsylvania Municipal Retirement System** for the continued investment of the **Non Uniform Employee Pension Fund.**

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to **declare the elected position of Tax Collector as vacant.**

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint **Berkheimer Associates** to **collect the Real Estate Taxes and Garbage Fees** for the year 2022.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman 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 3 - 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, 2022, per the Act 32 requirement of a County Wide EIT tax collector.

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

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint **Tighe Lane** as **Part-Time, on an as needed basis, for Administrative Building Maintenance** at a rate of \$14.13 an hour with benefits as per the Statement of Benefits.

Public Comment: None

Vote 3 - 0

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

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Public Comment: None

Vote 3 - 0

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

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to appoint Chad DiFelice as Solicitor to the Zoning Hearing Board at a rate of \$135.00 per hour with no retainer.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman Tolino seconded to re-appoint Andrew Bisher for a 3 year term on the Zoning Hearing Board, expiring 1/1/2025.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to set the Compensation of the Planning Commission at **\$50.00** per meeting.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Supervisor Huratiak seconded to re-appoint Michael Mazzella for a 4-year term on the Planning Commission, expiring 1/1/2026.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman Tolino seconded to re-appoint Donald McIlmurray as Auditor for a one-year term.

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman Tolino seconded to appoint Michael Sagat as Auditor for a one-year term.

Public Comment: None

Vote 3 - 0

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

Public Comment: None

Vote 2 - 0 - 1 Abstain

Supervisor Huratiak abstained due to the fact that he was the proposed appointment.

Chairman Smith moved and Supervisor Huratiak seconded to appoint Vice Chairman Tolino as the Alternate Liaison to the Washington Township Recreation Board.

Public Comment: None

Vote 2 - 0 - 1 Abstain

Vice Chairman Tolino abstained due to the fact that he was the proposed appointment.

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

Public Comment: None

Vote 3 - 0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint Chairman Smith as Alternate Emergency Management Coordinator with no compensation.

Public Comment: None

Vote 2 - 0 - 1 Abstain

Chairman Smith abstained due to the fact that he was the proposed appointment.

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

Public Comment: None

Vote 2 - 0 - 1 Abstain

Chairman Smith abstained due to the fact that he was the proposed appointment.

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Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint Tina Serfass as Flood Plain Administrator.

Public Comment: None

Vote 3 - 0

Vice Chairman Tolino moved and Chairman Smith seconded to appoint Secretary/Treasurer Gail Putvinski as the Tax Collection Committee delegate for Washington Township.

Public Comment: None

Vote 3 - 0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint Bookkeeper Katie Purdue as the Tax Collection Committee alternate for Washington Township.

Public Comment: None

Vote 3 - 0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to appoint Chairman Smith as the Tax Collection Committee second alternate for Washington Township.

Public Comment: None

Vote 2 - 0 - 1 Abstain

Chairman Smith abstained due to the fact that he was the proposed appointment.

Vice Chairman Tolino moved and Supervisor Huratiak seconded to make all salaries and hourly rate increases effective the first payroll of the New Year.

Public Comment: None

Vote 3 - 0

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

Public Comment: None

Vote 3 - 0

Chairman Smith moved and Vice Chairman 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 3 - 0

Chairman Smith moved and Vice Chairman Tolino seconded to accept the Administration Office Holidays. The Office will be closed on those holidays as posted outside in the box.

Public Comment: None

Vote 3 - 0

Vice Chairman Tolino moved and Supervisor Huratiak seconded to have Chairman Smith represent Washington Township as the voting delegate at the Annual Pennsylvania State Association of Township Supervisors (PSATS) Conference in April, 2022.

Public Comment: None

Vote 2 - 0 - 1 Abstain

Chairman Smith abstained due to the fact that he was the proposed appointment.

Resolution #1-2022: Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 1-2022 Fixing the tax rates for 2022 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 3 - 0

Resolution #2-2022: Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 2-2022 appointing Creditech, Inc. a division of Berkheimer Associates of Bangor to collect the delinquent Garbage Fees.

Public Comment: None

Vote 3 - 0

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Resolution #3-2022: Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 3-2022 appointing Berkheimer Associates of Bangor as Collector of Real Estate, Local Services Tax and Garbage Fees.

Public Comment: None

Vote 3 - 0

Resolution #4-2022: Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 4-2022 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 3 - 0

Resolution #5-2022: Chairman Smith moved and Supervisor Huratiak seconded to adopt Resolution 5-2022 authorizing the Treasurer to pay bills between meetings of the Board.

Public Comment: None

Vote 3 - 0

Resolution #6-2022: Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 6-2022 establishing a uniform Fee Schedule to provide for certain fees that are to be paid to the Township.

Public Comment: None

Vote 3 - 0

Resolution #7-2022: Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 7-2022 establishing an exemption of Local Services for qualified taxpayers.

Public Comment: None

Vote 3 - 0

Resolution #8-2022: Chairman Smith and Supervisor Huratiak seconded to adopt Resolution 8-2022 appointing the firm of Zelenkofske Axelrod LLC, to examine the accounts of Washington Township for the fiscal year of 2021.

Public Comment: None

Vote 3 - 0

Resolution #9-2022: Chairman Smith moved and Vice Chairman Tolino seconded to adopt Resolution 9-2022 continuing the Police Pension Contribution Rate from Individual Full-Time Police Officers, Sergeant and Chief at the standard of 5% for 2022 to maintain the Police Pension Fund on an Actuarially Sound Basis.

Public Comment: None

Vote 3 - 0

BOARD OF SUPERVISORS:

ADJOURNMENT:

Chairman Smith moved to adjourn the meeting at 9:40 am and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 - 0

Respectfully submitted,

Gail Putvinski - Secretary/Treasurer
Washington Township Board of Supervisors