

Organization Meeting – January 3, 2023

The reorganization meeting of the Washington Township Board of Supervisors was held on Tuesday, January 3, 2023 at 9:00 am in the municipal meeting room.

CALL TO ORDER:

Chair Smith called the meeting to order at 9 am. In addition to Supervisor Smith, Supervisors Tolino and Huratiak were present. Also present was Katie Purdue. There was 1 person in the audience.

PLEDGE OF ALLEGIANCE: Recited

ORGANIZATION:

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

Public Comment: None

Vote 2 – 0 – 1 Abstain

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

Public Comment: None

Vote 2 – 0 – 1 Abstain

Chair Smith moved and Supervisor Huratiak 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

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

Public Comment: None

Vote 2 – 0 – 1 Abstain

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

Public Comment: None

Vote 2 – 0 – 1 Abstain

Chair Smith moved and 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 3 – 0

Chair Smith moved and Supervisor Huratiak 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 3 – 0

Chair Smith moved and 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 3 – 0

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

Public Comment: None

Vote 2 – 0 – 1 Abstain

Chair Smith moved and Supervisor Huratiak seconded to set the rate of the **Part-time Patrol Officers for 2023 at \$ 25.00 per hour** (non-probationary), and **\$ 24.30 per hour** (probationary) with benefits, and terms of employment as per the Statement of Benefits.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Vice Chair Tolino seconded to appoint Kathy McNew as Police Department Clerk at the rate of \$ 21.00 per hour with benefits, and terms of employment as per the Statement of Benefits.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Supervisor Huratiak seconded to appoint Kathy McNew as Township Administrative Janitor at the rate of \$ 21.00 per hour with benefits, and terms of employment as per the Statement of Benefits.

Public Comment: None

Vote 3 – 0

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

Public Comment: None

Vote 3 – 0

Chair Smith moved and Vice Chair Tolino seconded to appoint Gail Putvinski as Full-time Transition Manager at a rate of \$ 36.70 hour, with meeting pay, and benefits as per the Statement of Benefits.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Supervisor Huratiak seconded to appoint Katie Purdue as Full-time Secretary/Treasurer at a rate of \$ 30.00 an hour, with meeting pay, and benefits as per the Statement of Benefits.

Public Comment: None

Vote 3 – 0

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

Public Comment: None

Vote 3 – 0

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

Public Comment: None

Vote 3 – 0

Chair Smith moved and Supervisor Huratiak 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 3 – 0

Chair Smith moved and Supervisor Huratiak seconded to appoint Tina Cosenza Marcotte as Full-time Bookkeeper/Projects Administrator at a rate of \$ 19.00 an hour, with meeting pay, and benefits as per the Statement of Benefits.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Vice Chair Tolino seconded to appoint Lisa Shetler 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

Chair Smith moved and Supervisor Huratiak seconded to appoint Tina Serfass of Keller Zoning & Inspection Services as Interim Zoning Officer at a rate of \$65.00 per hour, as recommended by Solicitor Ceraul,

Public Comment: None

Vote 3 – 0

Chair Smith moved and Vice Chair Tolino 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

Chair Smith moved and Supervisor Huratiak seconded to appoint **Katie Purdue** as **Zoning Hearing Board Secretary** with no alternate at their hourly rate with a minimum of \$50.00 per meeting.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Vice Chair Tolino 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 3 – 0

Chair Smith moved and Supervisor Huratiak seconded to appoint **Tina Cosenza Marcotte** as **Recreation Secretary** with no alternate at their hourly rate with a minimum of \$50.00 per meeting.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Vice Chair Tolino 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 3 – 0

Chair Smith 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 with no retainer.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Vice Chair Tolino seconded to appoint **Jeffrey Ott** of **Ott Consulting, Inc.** as **Township Engineer** with no retainer and at a rate as per the 2023 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Supervisor Huratiak accept the 2023 Ott Consulting Inc. rate schedule.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Vice Chair Tolino seconded to appoint **Chris McDermott** as **Alternate Township Engineer** with no retainer and at a rate as per the 2023 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Supervisor Huratiak seconded to appoint **Stephen Sell** as **Sewage Enforcement Officer**. Payment to the S.E.O. will be per the 2023 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 – 0

Chair Smith moved and Vice Chair 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 2023 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 – 0

Chair 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 2023 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and 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 2023 Ott Consulting Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3 – 0

Chair Smith moved and 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 – 1 abstain

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

Public Comment: None

Vote 2 – 0 – 1 abstain

Supervisor Huratiak moved and Chair Smith seconded to appoint **Fidelity Bank - Bangor** as **Depository for Township funds**.

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and Chair Smith 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

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

Public Comment: None

Vote 3 – 0

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

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and Chair Smith seconded to appoint **Berkheimer Associates** to **collect the Real Estate Taxes and Garbage Fees** for the year 2023.

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and Chair Smith 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, 2027, per the Act 32 requirement of a County Wide EIT tax collector.

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

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and Chair Smith 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** an hour with benefits as per the Statement of Benefits.

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and 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 an hour with benefits as per the Statement of Benefits.

Public Comment: None

Vote 3 – 0

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

Public Comment: None

Vote 3 - 0

Supervisor Huratiak moved and Chair Smith seconded to set the Compensation of the Zoning Hearing Board at \$50.00 per meeting.

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and 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 3 – 0

Supervisor Huratiak moved and Vice Chair Tolino seconded to appoint Sean McCollian for a 3 year term on the Zoning Hearing Board, expiring 1/1/2026.

Public Comment: None

Vote 3 – 0

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

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and Vice Chair Tolino seconded to re-appoint Charles Dertinger for a 4 year term on the Planning Commission, expiring 1/1/2027.

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and Chair Smith seconded to re-appoint John Buck for a 4 year term on the Planning Commission, expiring 1/1/2027.

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and Chair Smith seconded to appoint Michael McGowan as Auditor for a one year term.

Public Comment: None

Vote 3 – 0

Supervisor Huratiak moved and Vice Chair Tolino seconded to re-appoint Michael Sagat as Auditor for a one year term.

Public Comment: None

Vote 3 – 0

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

Public Comment: None

Vote 2 – 0 – 1 abstain

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

Public Comment: None

Vote 2 – 0 – 1 abstain

Chair Smith moved and Vice Chair Tolino seconded to appoint George Abt as Emergency Management Coordinator at a salary of \$300.00 per year.
Public Comment: None **Vote 3 – 0**

Supervisor Huratiak moved and Vice Chair Tolino seconded to appoint Chair Smith as Alternate Emergency Management Coordinator with no compensation.
Public Comment: None **Vote 2 – 0 – 1 abstain**

Chair Smith moved and Vice Chair Tolino seconded to appoint Supervisor Huratiak as Representative to the Watershed Advisory Committee.
Public Comment: None **Vote 2 – 0 – 1 abstain**

Chair Smith moved and Supervisor Huratiak seconded to appoint Keller Zoning as Flood Plain Administrator.
Public Comment: None **Vote 3 – 0**

Chair Smith moved and Vice Chair Tolino seconded to appoint Secretary/Treasurer Katie Purdue as the Tax Collection Committee delegate for Washington Township.
Public Comment: None **Vote 3 – 0**

Chair Smith moved and Supervisor Huratiak seconded to appoint Bookkeeper Tina Cosenza-Marcotte as the Tax Collection Committee alternate for Washington Township.
Public Comment: None **Vote 3 – 0**

Chair Smith moved and Supervisor Huratiak seconded to appoint Vice Chair Tolino as the Tax Collection Committee second alternate for Washington Township.
Public Comment: None **Vote 2 – 0 – 1 abstain**

Chair Smith moved and Vice Chair Tolino seconded to make all salaries and hourly rate increases effective the first payroll of the New Year.
Public Comment: None **Vote 3 – 0**

Chair Smith moved and Supervisor Huratiak 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**

Chair Smith moved and 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 or Election Day).
Public Comment: None **Vote 3 – 0**

Chair Smith moved and Supervisor Huratiak seconded to accept the Administration and Zoning Office Holidays. The Offices will be closed on those holidays as posted outside in the box.
Public Comment: None **Vote 3 – 0**

Supervisor Huratiak moved and Vice Chair Tolino 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, 2023.
Public Comment: None **Vote 2 – 0 – 1 abstain**

Resolution #1-2023: Chair Smith moved and Supervisor Huratiak seconded to adopt Resolution 1-2023 Fixing the tax rates for 2023 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 #2-2023: Chair Smith moved and Vice Chair Tolino seconded to adopt Resolution 2-2023 appointing Creditech, Inc. a division of Berkheimer Associates of Bangor to collect the delinquent Garbage Fees.
Public Comment: None Vote 3 – 0

Resolution #3-2023: Chair Smith moved and Supervisor Huratiak seconded to adopt Resolution 3-2023 appointing Berkheimer Associates of Bangor as Collector of Real Estate, Local Services Tax and Garbage Fees.
Public Comment: None Vote 3 – 0

Resolution #4-2023: Vice Chair Tolino moved and Chair Smith seconded to adopt Resolution 4-2023 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 #5-2023: Vice Chair Tolino moved and Supervisor Huratiak seconded to adopt Resolution 5-2023 authorizing the Treasurer to pay bills between meetings of the Board.
Public Comment: None Vote 3 – 0

Resolution #6-2023: Vice Chair Tolino moved and Chair Smith seconded to adopt Resolution 6-2023 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 #7-2023: Vice Chair Tolino moved and Supervisor Huratiak seconded to adopt Resolution 7-2023 establishing an exemption of Local Services Tax for qualified taxpayers.
Public Comment: None Vote 3 – 0

Resolution #8-2023: Vice Chair Tolino moved and Chair Smith seconded to adopt Resolution 8-2023 appointing the firm of Zelenkofske Axelrod LLC, to examine the accounts of Washington Township for the fiscal year of 2022.
Public Comment: None Vote 3 – 0

Resolution #9-2023: Vice Chair Tolino moved and Supervisor Huratiak seconded to adopt Resolution 9-2023 continuing the Police Pension Contribution Rate from Individual Full-Time Police Officers, Sergeant and Chief at the standard of 5% for 2023 to maintain the Police Pension Fund on an Actuarially Sound Basis.
Public Comment: None Vote 3 – 0

BOARD OF SUPERVISORS:

1)

ADJOURNMENT:

Chair Smith moved to adjourn the meeting at 9:30 a.m. and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

Respectfully submitted,

Katie Purdue - Secretary/Treasurer
Washington Township Board of Supervisors