

Washington Township Organization Meeting – January 6, 2025

The reorganization meeting of the Washington Township Board of Supervisors was held on Tuesday, January 6, 2025, at 9:19 am in the municipal meeting room.

CALL TO ORDER:

Chairman Smith called the meeting to order at 9:19 am. Vice Charman Tolino and Supervisor Huratiak were present. Also present was Secretary/Treasurer Sharon Cifuentes. There were 0 people in the audience.

PLEDGE OF ALLEGIANCE: Recited

REORGANIZATION:

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

Public Comment: None

Vote 2-0-1

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

Public Comment: None

Vote 2-0-1

Chairman Smith moved, and Vice Chair Tolino seconded, to appoint Sharon Cifuentes as Full-time Secretary/Treasurer at a rate of \$ 34.00 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 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 approve the Bookkeeper's Bond in the amount of \$3,000,000.00.

Public Comment: None

Vote 3-0

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

Public Comment: None

Vote 3-0

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

Public Comment: None

Vote 2-0-1

Chairman Smith moved, and Supervisor Huratiak seconded, to appoint Supervisor Carl Tolino as First Assistant Roadmaster.

Public Comment: None

Vote 2-0-1

Chairman Smith moved, and Supervisor Huratiak seconded, to appoint Supervisor Tolino as Supervisor to the Office Staff.

Public Comment:

Vote 2-0-1

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

Public Comment: None

Vote 2-0-1

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

Public Comment: None

Vote 2-0-1

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

Public Comment: None

Vote 2-0-1

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

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

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

Public Comment: None

Vote 2-0-1

Supervisor Huratiak moved, and Vice Chairman Tolino 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, 2023.

Public Comment: None

Vote 2-0-1

Vice Chairman Tolino moved, and Chairman Smith 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 declare the position of Solicitor to the Board of Supervisors and Planning Commission as vacant.

Public Comment: None

Vote 3-0

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

Public Comment: None

Vote 3-0

Vice Chairman Tolino moved, and Supervisor Huratiak seconded, to appoint Daren Martocci of Keystone Consulting Engineers, Inc. as Township Engineer with no retainer and at a rate as per the 2025 Keystone Consulting Engineers, Inc. and the Washington Township fee schedule.

Public Comment: None

Vote 3-0

Vice Chairman Tolino moved, and Supervisor Huratiak seconded, to appoint David Alban of Keystone Consulting Engineers, Inc. as Alternate Township Engineer with no retainer and at a rate as per the 2025 Keystone Consulting Engineers, Inc. and the Washington Township fee schedule.

Public Comment: None

Vote 3-0

Vice Chairman Tolino moved, and Chairman Smith seconded, to appoint Chris McDermott of Reilly Associates Alternate Township Engineer with no retainer and at a rate as per the 2025 Washington Township fee schedule.

Public Comment: None

Vote 3-0

Vice Chairman Tolino moved, and Supervisor Huratiak seconded, to appoint Ian Stout of Keystone Consulting Engineers, Inc. as Sewage Enforcement Officer. Payment to the Sewage Enforcement Officer will be per the 2025 Keystone Consulting Engineers Inc. rate schedule and the Washington Township fee schedule.

Public Comment: None

Vote 3-0

Vice Chairman Tolino moved, and Chairman Smith seconded, to appoint Steven Hawk of Keystone Consulting Engineers, Inc. as Alternate Sewage Enforcement Officer. Payment to the Alternate Sewage Enforcement Officer will be per the 2025 Keystone Consulting Engineers 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 2025 Keystone Consulting Engineers, Inc.'s rate schedule.

Public Comment: None

Vote 3-0

Supervisor Huratiak moved, and Chairman Smith seconded, to appoint Howard Beers as Interim Zoning Officer at a rate of \$40.00 per hour.

Public Comment: None

Vote 3-0

Supervisor Huratiak moved, and Chairman Smith seconded, to declare the position of Alternate Zoning Officer as vacant.

Public Comment: None

Vote 3-0

Supervisor Huratiak moved, and Chairman Smith seconded, to declare the position of Flood Plain Administrator as vacant.

Public Comment: None

Vote 3-0

Supervisor Huratiak moved, and Chairman Smith 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 Chairman Tolino seconded, to appoint Vicki Mack as Zoning Hearing Board Secretary with no alternate at the hourly rate, with a minimum of \$50.00 per meeting.

Public Comment: None

Vote 3-0

Supervisor Huratiak 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

Supervisor Huratiak moved, and Vice Chairman Tolino seconded, to reappoint James Mamana as Chairman to the Zoning Hearing Board, term expiring 1/1/2027.

Public Comment: None

Vote 3-0

Supervisor Huratiak moved, and Vice Chairman Tolino seconded, to reappoint Andrew Bisher as Vice Chairman to the Zoning Hearing Board, term expiring 1/1/2028.

Public Comment: None

Vote 3-0

Supervisor Huratiak moved, and Vice Chairman Tolino seconded, to reappoint Sean McCollian to the Zoning Hearing Board, term expiring 1/1/2026.

Public Comment: None

Vote 3-0

**Supervisor Huratiak moved, and Chairman Smith seconded, to appoint Lisa Shetler as Planning Commission Secretary with no alternate at the hourly rate, with a minimum of \$50.00 per meeting.
Public Comment: None** **Vote 3-0**

**Supervisor Huratiak moved, and Vice Chairman Tolino seconded, to reappoint Carol Rice for a 4-year term on the Planning Commission, expiring 1/1/2029.
Public Comment: None** **Vote 3-0**

**Supervisor Huratiak moved, and Vice Chairman Tolino seconded, to appoint Kathleen Purdue for a 4-year term on the Planning Commission, expiring 1/1/2028.
Public Comment: None** **Vote 3-0**

**Supervisor Huratiak moved, and Chairman Smith seconded, to reappoint Charles Dertinger as Chair for a 4-year term on the Planning Commission, expiring 1/1/27.
Public Comment: None** **Vote 3-0**

**Supervisor Huratiak moved, and Chairman Smith seconded, to reappoint Michael Mazzella as Vice Chair for a 4-year term on the Planning Commission, expiring 1/1/2026.
Public Comment: None** **Vote 3-0**

**Supervisor Huratiak moved, and Chairman Smith seconded, to reappoint 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 Vice Chairman Tolino 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 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 or Election Day).
Public Comment: None** **Vote 3-0**

**Supervisor Huratiak moved, and Chairman Smith seconded, to appoint Michael McGowan as Auditor for a one-year term expiring 1/1/2026.
Public Comment: None** **Vote 3-0**

**Chairman Smith moved, and Vice Chairman Tolino seconded, to reappoint Michael Sagat as Auditor for a 1-year term expiring 1/1/2026.
Public Comment: None** **Vote 3-0**

**Chairman Smith moved, and Supervisor Huratiak seconded, to reappoint Joseph Winter as Auditor, term expiring 1/1/2026.
Public Comment: None** **Vote 3-0**

**Chairman Smith moved, and Supervisor Huratiak seconded, to appoint Riley & Company, Inc. to perform the 2024 annual audit.
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 Fund.

Public Comment: None

Vote 3-0

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

Public Comment: None

Vote 3-0

Chairman Smith moved, and Supervisor Huratiak seconded, to appoint Berkheimer Associates to collect the Real Estate Taxes and Garbage Fees for the year 2025.

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, 2025, per the Act 32 requirement of a County Wide EIT tax collector.

Chairman Smith moved, and Supervisor Huratiak seconded, to appoint Creditech, a division of Berkheimer Associates, to collect Delinquent Garbage Fees.

Public Comment: None

Vote 3-0

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

Public Comment: None

Vote 2-0-1

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

Public Comment: None

Vote 3-0

Chairman Smith moved, and Supervisor Huratiak seconded, to appoint Bookkeeper Lisa Shetler as the Tax Collection Committee alternate for Washington Township.

Public Comment: None

Vote 3-0

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

Public Comment: None

Vote 3-0

Chairman Smith moved, and Vice Chairman Tolino seconded, to make all salaries and hourly rate increases effective the first full pay period of the New Year.

Public Comment: None

Vote 3-0

Chairman 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

Chairman Smith moved, and Supervisor Huratiak seconded, to accept the Administration and Zoning Office Holiday Schedule. The Offices will be closed on those holidays as posted outside in the box.

Public Comment: None

Vote 3-0

Resolution #1-2025: Chairman Smith moved, and Vice Chaiman Tolino seconded, to adopt Resolution 1-2025 Fixing the tax rates for 2025 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 #2-2025: Chairman Smith moved, and Supervisor Huratiak seconded, to adopt Resolution 2-2025 appointing Creditech, Inc. a division of Berkheimer Associates of Bangor, to collect the delinquent Garbage Fees.

Public Comment: None

Vote 3-0

Resolution #3-2025: Vice Chairman Tolino moved, and Supervisor Huratiak, seconded to adopt Resolution 3-2025 appointing Berkheimer Associates of Bangor as Collector of Real Estate, Local Services Tax and Garbage Fees.

Public Comment: None

Vote 3-0

Resolution #4-2025: Vice Chairman Tolino moved, and Chairman Smith seconded to adopt Resolution 4-2025 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 #5-2025: Chairman Smith moved, and Supervisor Huratiak seconded, to adopt Resolution 5-2025 authorizing the Treasurer to pay bills between meetings of the Board.

Public Comment: None

Vote 3-0

Resolution #6-2025: Vice Chairman Tolino moved, and Supervisor Huratiak seconded, to adopt Resolution 6-2025 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 #7-2025: Vice Chairman Tolino moved, and Chairman Smith seconded, to adopt Resolution 7-2025 establishing an exemption of Local Services Tax for qualified taxpayers.

Public Comment: None

Vote 3-0

Resolution #8-2025: Vice Chairman Tolino moved, and Chairman Smith seconded, to adopt Resolution 8-2025 continuing the Police Pension Contribution Rate from Individual Full-Time Police Officers, Sergeant and Chief at the standard of 5% for 2025 to maintain the Police Pension Fund on an Actuarially Sound Basis.

Public Comment: None

Vote 3-0

ADJOURNMENT:

Chairman Smith moved to adjourn the meeting at 9:47 am. Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3-0