

Regular Meeting June 8, 2022

The Regular Meeting of the Washington Township Board of Supervisors was held on June 8, 2022, at 7:00 pm. 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 7:04 pm. Vice Chairman Tolino and Supervisor Huratiak were also in attendance. Also present: Police Chief James Krome, Secretary/Treasurer Gail Putvinski, Solicitor David Ceraul, Township Engineers Jeffrey Ott and Domenick DiPaolo, and Zoning Officer (Interim) Tina Serfass. There were five (5) people in the audience.

PLEDGE OF ALLEGIANCE: Recited

EXECUTIVE SESSION

Chairman Smith announced that the Board of Supervisors held an executive session today from 6:30 pm to 7:03 pm for personnel issues. Gail Putvinski attended a portion of the session.

APPROVAL OF BILLS:

General Fund	#	19058 - 19108	\$ 107,541.17
Garbage Fund	#	1223	\$ 44,886.94
Recreation Fund	#	1750 - 1752	\$ 650.64

All bills are on file in the Administration Building and can be viewed during regular business hours.

Chairman Smith moved to approve the General Fund bills in the amount of \$107,541.17 and Supervisor Huratiak seconded the motion.

Public Comment: None **Vote 2 – 0 – 1 Abstain**
Vice Chairman Tolino abstained due to the fact that the general fund bills include payment to his company.

Chairman Smith made a motion to approve the Garbage Fund bills in the amount of \$44,886.94 and the Recreation Fund bills in the amount of \$650.64 and Vice Chairman Tolino seconded the motion.

Public Comment: None **Vote 3 – 0**

TAX DUPLICATE CHANGES: Interim Additions, Garbage Additions

There were five (5) 2022 interim real estate additions for \$1,287.59, three (3) 2021 interim real estate additions for \$443.27, and zero (0) garbage additions in the month of May 2022.

Chairman Smith made a motion to approve five (5) 2022 interim real estate additions for \$1,287.59, three (3) 2021 interim real estate additions for \$443.27, and zero (0) garbage additions in the month of May 2022 and Supervisor Huratiak seconded the motion.

Public Comment: None **Vote 3 – 0**

TREASURER’S REPORT: Gail Putvinski

- 1) **Account Balance Review**
The account balances as of May 31, 2022, were reviewed.

APPROVAL OF MINUTES: Robert Smith

- 1) **Regular Meeting of May 11, 2022**

Chairman Smith moved to approve the minutes of the regular meeting held on May 11, 2022, and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

2) Special Meeting of April 27, 2022

Chairman Smith moved to approve the minutes of the special meeting held on April 27, 2022, and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

CORRESPONDENCE:

- 1) PennDOT, Inspection Notification – National Bridge Inspection Standards**
Noted.
- 2) Turning Point of Lehigh Valley, Request for Financial Support**
The request was noted, and the Board agreed to continue the standard practice of no financial support.
- 3) NCCD, Notice of Termination Approval Letter – Shepherd’s Hill Lot 13**
Engineer Domenick DiPaolo shared that the letter acknowledged the work was completed.
- 4) Nick Pullen, Rise Up Towers – Wireless Antennas**
The Board of Supervisors agreed to review the letter and consider a possible presentation.
- 5) Eastern PA Greenways & Trails Summit Invitation**
The Summit is September 28 & 29.
- 6) NCCD, Notification of Elevated Review Letter Highlands East Major Subdivision**
Engineer DiPaolo shared that this is the beginning of the process for Highlands East.

PUBLIC COMMENT:

- 1) Louis Csezmadia, 652 S. First Street, Water Run-off From Development**
Mr. Csezmadia addressed the Board of Supervisors and requested an update on the water issue he presented to the Board last meeting. The Board authorized Engineer Domenick DiPaolo to do an on-site inspection at that meeting. Mr. DiPaolo noted that there is a watershed issue, but he was not able to determine a specific cause and indicated it could be multiple items. He also noted that Mr. Csezmadia has taken steps on his property to redirect the water. Mr. DiPaolo shared that options, such as a swale or berm, could be considered but would need to be pursued by the owner. Supervisor Huratiak commented that the Township authorized the review by the engineer in an effort to identify the potential problem. However, the inspection did not identify a Township issue. In addition, Mr. Csezmadia has stated that he believes the development to be the source of his problem. Supervisor Huratiak noted that the development has been completed per plan. It was also noted that ongoing changes in land and climate may be contributing to the water problem but there is no identified Township issue. Supervisor Huratiak suggested Mr. Csezmadia address any issues with the property owner(s).

SUBDIVISION:

- 1) Fee/Steadman – Springfield Drive. – Lot Line Adjustment**

Applicant:	Alfred Fee
Location:	Springfield Drive
Surveyor:	Policelli Associates, Inc. – Scott Policelli
Approval Deadline:	August 15, 2022

Scott Policelli provided an overview of the Lot Line Adjustment request. Township Engineer Domenick DiPaolo reviewed the content of the May 12, 2022 Final Plan Review letter from Ott Consulting Inc. There were no additional questions from the Board.

Chairman Smith moved to approve the waivers for the Fee-Steadman Lot Line Adjustment as outlined in the letter from Ott Consulting Inc. dated May 12, 2022 and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

Chairman Smith moved to approve the Fee-Steadman Lot Line Adjustment at 332 Springfield Drive, supported by Ott Consulting Inc., and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

RECREATION: Justin Huratiak

1) Recreation Complex Sign Update

In process.

2) Property Buffer Update

The planting of the trees began today but there was an issue with the owner of the property along the buffer line. The Board and Solicitor Ceraul discussed the situation and agreed that planting should continue as previously outlined.

3) Resources for Lawn Mowing

Chairman Smith shared that the mowing of the recreation complex is time consuming and additional resources are needed. The Township has applications on file. The Board of Supervisors agreed to review the applications and identify two part-time resources.

Supervisor Huratiak moved to approve the hiring of two part-time employees to support mowing and have at least two members of the Board review the applications, select individuals, and take action and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

4) Northampton County 2022 CDBG Application Submitted for \$10,000

The grant application was submitted.

5) Approval to Prepare Draft Specifications for Phase III

Specifications need to be prepared for the next phase of improvements to the Recreation Complex. Part 1 includes the paving of the walking trails and a basketball court. Part 2 includes the paving of the parking lots and driveways. A call was made to the LSA grant representative to determine if both projects could be managed on one specification. A response was not received as of today.

Supervisor Huratiak moved to authorize Ott Consulting Inc. to prepare the specification(s) for Phase III of the Recreation improvements and Supervisor Smith seconded the motion.

Public Comment: None

Vote 3 – 0

POLICE DEPARTMENT REPORT: Chief James Krome

1) Incident Report

There were 266 documented “calls for service” in May 2022

2) Police Vehicle Mileage

Total mileage for the police vehicles for the month of May 2022 was 5,080.

3) Approval to Purchase Computer Server Per Budget

A new server was budgeted for \$12,000 with possible use of ARP funds. The cost is now approximately \$14,000. Chief Krome asked the Board to approve the purchase.

Chairman Smith moved to approve the purchase of a new server for the police department using ARP funds and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

ZONING REPORT: Tina Serfass

1) Activity Report

Interim Zoning Officer Tina Serfass reviewed the content of the activity report for the last month. Activities included issuing sixteen permits which included four (4) single family dwellings and several property maintenance actions. Additional discussion took place regarding property maintenance violations.

ENGINEER'S REPORT: Domenick DiPaolo

- 1) **Deer Trac Development, Close-out Status**
Domenick DiPaolo reported review is in progress.
- 2) **MS4 Stormwater Management Ordinance Update**
Discussion is continuing with DEP.
- 3) **Status of LSA Grant Application for Elm Ave. Water Issue**
The announcement of Grant awards has been delayed until the Fall.
- 4) **Partial Waiver of Act 167 Stormwater Management Ordinance Requested by 200 Cedar Road**
No one was in attendance and no new documents were received. Engineer Ott shared that he sent a notice to the owner and the owners' engineer guiding them to complete and submit a waiver request.
- 5) **Report Regarding 652 S. First Street, Water Run-Off**
Discussed under Public Comment.

BOARD OF SUPERVISORS: Robert Smith

- 1) **American Rescue Plan, Discussion Regarding Use of Funds**
A document was provided to the Board of Supervisors outlining the funds that have been allocated and/or spent to date. The second payment is expected in June. The funds must be spent by the end of 2026. The body camera's will be paid in annual installments.
- 2) **Bangor Area High School Intern Update**
The Board of Supervisors previously asked that Bangor High School provide potential candidates for an intern position for the summer. Two candidates were provided by Ken Brewer and interviewed. The budget has sufficient funds in the Clerical line to support the interns. The Board of Supervisors agreed to hire both candidates for the summer at a rate of \$12.00 per hour.

Chairman Smith moved to approve the hiring of two Bangor High School interns for the summer with each working four hours per day at a rate of \$12.00 per hour and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

- 3) **Potential Adoption of Resolution 15-2022 – America 250 PA**

Chairman Smith read the Resolution for America 250 PA

Chairman Smith moved to adopt Resolution 15-2022 America 250 PA, a resolution of the Board of Supervisors of Washington Township, Northampton County, Pennsylvania, supporting the Pennsylvania Commission for the United States Semiquincentennial and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

- 4) **Award bids for Stone, Heating Fuel, and Propane**

Requests for propane and heating oil were sent to three companies and the Township received three responses. Chairman Smith reviewed the bids for Heating Oil and Propane Heating Oil

- Suburban Propane LP bid Nazareth Plant Cost plus fixed add-on of \$0.17 per gallon
- Superior Plus Propane bid Laden Price plus fixed add-on of \$1.25 per gallon

Propane

- Suburban Propane bid Nazareth Plant Cost plus fixed add-on of \$0.35 per gallon
- Superior Plus Propane bid Laden Price + \$0.00 Cap \$1.999 Laden Price

Chairman Smith made a motion to award the contract for Heating Oil to Suburban Propane LP/Suburban Heating Oil Partners at the Nazareth Plant Cost plus \$0.17 add-on per gallon and to award the contract for Propane to Suburban Propane LP/Suburban Heating Oil Partners at the Nazareth Plant Cost plus \$0.35 add-on per gallon for the period of July 1, 2022 to June 30, 2023 and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

Chairman Smith reviewed the bids for Stone.

Total estimated amount:

- Easton Quarry, Div of H&K Group \$68,755.00
- Hanson Aggregates PA LLC \$86,050.00
- New Enterprise Stone & Lime Co \$82,225.00

Chairman Smith made a motion to award the contract for Stone to Easton Quarry, Division of H&K Group for the period of July 1, 2022 to June 30, 2023, with an estimated total amount of \$68,755.00 and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

5) Update Regarding Administrative Clerk Position

An administrative clerk position was posted on-line and on the website. The Township received potential candidates. The Board of Supervisors agreed to table any action for another clerk until a later date.

Chairman Smith moved to table the administrative clerk position plan until a later date and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

6) Slate Belt COG Update and Membership Discussion – Lance Prator

Lance Prator addressed the Board and reviewed cost benefits of being a member of the COG. One benefit is use of the sweeping machine. Mr. Prator stated that the cost of membership is less than the annual payment for street sweeping. The COG has other equipment including a crack sealer and more purchases are being planned. The Board agreed to consider membership.

7) Review and Approval of Revised Job Description for PT Seasonal Road Member

Last meeting the Board asked that the PT Seasonal Road Department job description be modified to include park maintenance. A revised job description was presented to the Board and Solicitor Ceraul for review. All approved the new job description.

Chairman Smith moved to approve the revised PT Seasonal Road job description that includes park maintenance and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

8) Potential Revision to Administrative Accounts Receivable Process

The Township received a material weakness during the recent audit. Per the auditor the cause is common across small municipalities where accounts receivable roles are performed by the same individual. If there are sufficient resources, the auditor recommends that a different individual do each of the four roles. The auditor approved a process that would have a Supervisor taking deposits to the bank. The Board did not want to commit to that role. The Board also noted that the former auditor did not find fault with the current process. The Board agreed to minor changes in the process that do not include Supervisors taking deposits to the bank. They acknowledged that the change may not remove the material weakness.

9) Renewal of Traffic Signal Maintenance Contract

The bi-annual renewal from Signal Service Inc. for the annual inspection of the two traffic lights on Rt. 512 and the School Flasher on Washington Blvd. was reviewed by the Board of Supervisors. The cost is \$1,275.00 per year. The Township is required to maintain the lights.

Chairman Smith made a motion to approve the renewal of the maintenance agreement with Signal Services, Inc. at a cost of \$1,275.00 per year and Supervisor Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

Chairman Smith stated that the one school flasher is very dim. The Board asked that a cost be obtained to improve or replace the school flasher.

10) “Go Daddy” Annual Renewal Fee Processed

The Township experienced a loss of email access due to lack of funds on the auto-renewal account. The “Go Daddy” renewal fee was processed with the debit card to reinstate email.

11) CNR Recommends Purchase of “E-Mail Backup” Feature

Jim Albanese of CNR recommended the Township consider purchasing the “E-Mail Backup” feature to provide a recovery tool. A coupon is available. The cost is estimated between \$500-\$600 for the year. The Board requested more information regarding the feature.

ROADMASTER’S REPORT: Robert Smith

1) Stiles Road Repair

Chairman Smith stated that a machine is being rented to perform the repair on Stiles Road.

2) Nagy’s Hill Road Drainage Pipe

The drainage pipe is rotting out on Nagy’s Hill and a fix is being planned.

3) Request for Cleaning of Drainage Ditch from Pipe Exiting Behind 332 S. Franklin

There is a drainage pipe from the road that exits into the woods between two properties off Franklin Street. An unknown resident put stones along the discharge path. The Board discussed the request to clean the pipe. The Board agreed to clean the pipe, but not the drainage area that has been modified.

4) Additional Salt Purchase Under 2021-2022 Contract

COSTARS suggested municipalities consider ordering additional salt under the current contract since the next contract is expected to be higher due to increasing fuel costs. The Township can order another 395 tons under the current contract. Forman Hester has room for 100 tons.

Chairman Smith moved to approve the purchase of 100 tons of salt and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

SOLICITOR’S REPORT: David Ceraul

1) Municipal Boundary Agreement between Bangor and Washington Township

Solicitor Ceraul shared that the Developer requested a Conditional Use Hearing with Bangor Borough. The Township can consider action after that hearing.

ADJOURNMENT:

Chairman Smith made a motion to adjourn the meeting at 9:02 pm and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

Respectfully submitted,

Gail Putvinski – Secretary/Treasurer
Washington Township Board of Supervisors