

Regular Meeting February 9, 2022

The Regular Meeting of the Washington Township Board of Supervisors was held on February 9, 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 7:02 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 Jeff Ott and Domenick DiPaolo, and Zoning Officer (Interim) Tina Serfass. There were nine (9) people in the audience.

PLEDGE OF ALLEGIANCE: Recited

APPROVAL OF BILLS:

General Fund	#	18841 – 18901	\$ 83,555.57
Garbage Fund	#	1219	\$ 44,886.94
Recreation Fund	#	1742	\$ 25.49

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 \$83,555.57, 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, the Recreation Fund bills in the amount of \$25.49 and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

TAX DUPLICATE CHANGES: Interim Additions, Garbage Additions

There were eight (8) 2021 interim real estate additions in the amount of \$850.66 and zero (0) garbage additions added in the month of January 2022.

Chairman Smith made a motion to approve eight 2021 interim real estate additions for \$850.66 and no garbage additions for January 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 January 31, 2022, were reviewed.

APPROVAL OF MINUTES: Robert Smith

1) Regular Meeting of January 12, 2022

Supervisor Huratiak moved to approve the minutes of the regular meeting held on January 12, 2022, and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

CORRESPONDENCE:

1) Jeff and Beth Duyssen, Request for Reimbursement for Broken Post and Mailbox from Snow Removal on January 27, 2022

Some residents called to report damaged mailboxes from the plowing of the snow on January 27, 2022. The Road Department was notified of each report and attempted to repair the

mailboxes. Residents were told they could submit receipts for replacements to be considered by the Board of Supervisors. It was noted that this was a very heavy, wet snow. The Board reviewed the receipts submitted by Mr. & Mrs. Duyssen for the replacement of the mailbox and post at \$114.00. The Board discussed setting a cap on reimbursements and agreed that a \$100.00 maximum for mailbox and post was appropriate, if approved by the Board.

Chairman Smith made a motion to set a reimbursement cap of \$100.00 for replacement of mailbox and/or post damaged during snow plowing and unable to be repaired, and to approve \$100.00 reimbursement to Mr. & Mrs. Duyssen, and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

- 2) **Keystone Collection Group, Update Regarding EIT Tax Collection Services**
Keystone Collection Group sent a letter detailing their EIT collection services and accomplishments for Northampton County. This will be discussed later in the agenda.
- 3) **Lehigh County Conservation District, Vector Borne Disease Control Program**
Noted.
- 4) **Bangor Area Commercial and Industrial Development Authority, 2020 Minutes**
Noted.
- 5) **Pennsylvania Correctional Industries, Products for Sale**
Noted.
- 6) **Global Chemicals, Inc., Products for Sale**
Noted.
- 7) **U.S. Census Bureau, 2020 Census Count Question Resolution (CQR)**
Noted.
- 8) **Enviro 21, Reverse Auction Process for Solid Waste Collection**
A reverse auction is an option for consideration for the next Solid Waste and Recycling bid. It was noted that the current contract with JP Mascaro expires at the end of 2022.
- 9) **The McGowan Companies, Insurance Products**
Noted.
- 10) **Slate Belt Chamber of Commerce, February 2022**
Noted.

PUBLIC COMMENT:

- 1) **John Kulak, 235 Ridge Road and Adam Kulak- Activities on Ridge Road Related to Possible Boundary Change and VIP**

Mr. John Kulak provided an overview of concerns regarding the proposal of Washington Township to move a boundary line on Ridge Road to Bangor Borough. The move will potentially impact his son's property. Mr. Kulak shared that his son made a proposal to Bangor Borough to purchase the property with the slate pile as a buffer. He stated that the proposal was not addressed by the Borough. Adam Kulak provided additional information. He shared concern regarding the plans for condominiums in Bangor Borough. Adam Kulak also shared that if Washington Township retained the property it would result in tax income to Washington Township. Solicitor Ceraul recommended the Board delay taking action on the boundary line agreement pending additional information. The key issues noted by Solicitor Ceraul are the proposed purchase request by Adam Kulak and, the potential zoning changes that the boundary line move would have on some properties, as pointed out by Supervisor Huratiak. The Board of Supervisors agreed to table the boundary line move until additional information is available. This topic will be on the agenda next month.

- 2) **Todd Weaver, Chief of Washington Township Volunteer Fire Department**

Chief Weaver provided an overview of the 2021 activities of the department including but not limited to responding to 274 calls for service, receiving mutual aid 27 times and providing

mutual aid 12 times. The department also authorized 106 control burns. There are 45 active members and average response time is 10 minutes. In addition, Chief Weaver reviewed grant funding being pursued by the department.

The department is asking the Board of Supervisors to consider allocation of a portion of the American Rescue Plan funds for new gear for the members. Chief Weaver reviewed the new, stricter guidelines for caring for gear as they relate to fires and COVID. The department is requesting \$85,000 - \$90,000 to provide new or back-up gear for the members. It was noted that Washington Township will receive a total of approximately \$552,500 in ARP funding. Supervisor Huratiak expressed his appreciation of the Washington Township Fire Department and his support of providing funding, as did Vice Chairman Tolino. This will be discussed in more detail at the next meeting.

3) Dorothy Pagotto, 228 Elm Ave. and Roseann Christofides, 1680 Verona Drive, - Request Status of Water Issue

Domenick DiPaolo shared that a meeting was held with representatives from Senator Scavello's office for funding. Two programs were considered that focus on Small Water and Sewer but neither appears to be viable. There is a PA DCED LSA grant opportunity. That grant is due March 15th. It was noted that much of the information from the original grant application can be updated and used. In addition, a meeting was held with a contractor to obtain an updated cost estimate. The estimate is still pending.

Chairman Smith made a motion to authorize Ott Consulting, Inc. to complete the DCED LSA grant application for correction of the Elm Ave. water issue and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

Mrs. Christofides commented that the drain near her home needs to be cleaned. Chairman Smith reported that it was cleaned recently.

SUBDIVISION:

1) Layton – Palmer Road Subdivision

Applicant: Brittany Layton

Location: Palmer Road

Engineer: Robert L. Collura Engineers & Surveyors - Ryan Engler

Action: Waiver Request

Brittany Layton provided an overview of her request for a minor subdivision of approximately 1 ½ acres from the family parcel for a single-family dwelling. The request was supported by the Board, Solicitor Ceraul and Engineer Ott.

Chairman Smith made a motion authorizing Brittany Layton to submit for a minor sub-division for the property on Palmer Road instead of a major sub-division and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

RECREATION: Justin Huratiak

1) Recreation Complex Sign Purchase

No new update.

2) Property Buffer Update

The plan is to purchase and install the trees as soon as conditions allow.

3) Plan for Applying Pesticides

Tighe Lane provided data regarding the materials and applications performed in 2021. The Board agreed to obtain bids from commercial landscapers.

Supervisor Huratiak made a motion to prepare the fertilizer/pesticide application bid specification for around the building grounds and the playing fields and obtain bids and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

4) Authorization to Obtain Quotes for Portable Restrooms

The Board of Supervisors reviewed the draft request for two portable restrooms for the 2022 season. Vice Chairman Tolino suggested the bid be extended from one year to three years.

Supervisor Huratiak made a motion to authorize obtaining bids for two ADA compliant portable restrooms for a three-year period and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

POLICE DEPARTMENT REPORT: Chief Krome

1) Incident Report

There were 274 documented “calls for service” in January 2022

2) Police Vehicle Mileage

Total mileage for the police vehicles for the month of January was 4,533.

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 five permits.

ENGINEER’S REPORT: Jeffrey Ott and Domenick DiPaolo

1) Deer Trac Development, Close-out Status

No update at this time.

2) Status of West Bangor Road, Land Disturbance Issue

The property has been sold and activities have stopped. The Board agreed that Domenick DiPaolo will contact Mr. Lutz with a status and this item will be removed from the next agenda.

3) Elm Ave. Water Issue

Discussed under public comment.

4) MS4 Stormwater Management Ordinance Update

Municipalities must adopt a new “Stormwater Management Ordinance” by September. Act 167 or MS4 can be used as a base. The LVPC can be contacted for additional guidance. It was agreed that Jeff Ott will share a copy of the “Model Stormwater Management Ordinance” with the Township for possible use as a base.

MS4 training has been scheduled with the Road and Zoning Departments for May 20, 2022.

5) Approval of 2339 Ackermanville Road, Stormwater Best Management Practices Operations and Maintenance Agreement

Chairman Smith made a motion to approve the Stormwater Best Management Practices Operations and Maintenance Agreement for 2339 Ackermanville Road and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

BOARD OF SUPERVISORS: Robert Smith

1) American Rescue Plan Funding, Discussion Regarding Use of Funds

Discussion took place during the meeting. This will be on agenda next month.

- 2) **2022 Washington Township Real Estate Tax and Garbage Bills Mailed**
Noted.
- 3) **2021 Unpaid Real Estate Taxes to Lien in the Amount of \$36,991.01 (base)**
The lien will be signed by Chairman Smith and sent to the County.
- 4) **2021 Unpaid Garbage Fees to Lien in the Amount of \$19,433.31 (base)**
Noted.
- 5) **Open Receivable Real Estate Tax Balances as of December 31, 2021 for 2020 Taxes and Prior Years \$43,168.26**
Noted.
- 6) **Update Regarding Telephone Service for Administration Office and Police Department**
Plans are moving forward for installation in March. The Road Department has asked to keep a land line. The cost for that has been requested.
- 7) **Co-Stars Salt Contract Participation for 2022-2023 Due March 15, 2022**
Road Foreman Craig Hester recommends ordering 650 tons, as in the past.

Chairman Smith made a motion to order 650 tons of salt through the Co-stars program for the 2022-2023 season and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

- 8) **Proposed Zoning Ordinance for Lower Mt. Bethel Township**
The Board reviewed the ordinance. The Board, with input from Solicitor Ceraul and the Planning Commission Chairman Charles Dertinger, agreed no action was needed.
- 9) **Sunset Drive Bridge Inspection Report**
Supervisor Huratiak reported that the bi-annual inspection showed no issues on the Sunset Drive bridge.
- 10) **Audit of 2021 Records Underway by Zelenkofske Axelrod LLC., Presentation Planned for March 23, 2022 Meeting at 3:30 PM**
The auditors were on-site the week of January 31st. Additional work will continue off-site. The audit results: including the DCED report, and the financial advertisement, will be presented at the March 23, 2022 meeting.
- 11) **Approval of HRA Documentation – Resolution, Plan Document and Plan Sponsor Certification**
The HRA plan details the reimbursement process for employees in the health insurance plan. This is reimbursement of the deductible amount above the agreed upon coverage due to the Township selecting a high deductible plan.

Chairman Smith made a motion to adopt Resolution 10-2022 a resolution of the Board of Supervisors of Washington Township, Northampton County, Pennsylvania, defining the Health Reimbursement Arrangement (HRA) for employees of Washington Township participating in the Health Insurance plan. Whereas, the Board of Supervisors has authorized The Harrison Group to facilitate reimbursements for the HRA for the period of December 1, 2021 through November 30, 2022. Whereas, the Board of Supervisors, has adopted the Washington Township Health Reimbursement Arrangement Plan Document, the Washington Township Health Reimbursement Arrangement Summary Plan Description and approved the Plan Sponsor Certification and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

- 12) **NTCC, Contract for Collection of EIT**
David Woglom provided an overview of options for EIT collection. One option is to rebid the contract set to expire the end of 2022. The other option is to accept the renewal proposal from Keystone at a lower rate than current. The Board of Supervisors agreed to vote to retain Keystone.

Chairman Smith made a motion to vote to renew the contract with Keystone Collections for EIT collection and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

ROADMASTER’S REPORT: Robert Smith

1) Approval of Specification for Paving of OW Road

The specification for the paving of OW Road was prepared by Kevin ODonnell of PennDOT, with input from Craig Hester, Chairman Smith and Supervisor Huratiak. It was reviewed and approved by Solicitor Ceraul and Ott Consulting. Ott Consulting recommended the addition of a maintenance bond at 100%, which is in the current version. The Board of Supervisors agreed with the addition of the maintenance bond. Bids are due March 7, 2022, with the goal of awarding at the March 9, 2022 meeting. As a clarifying point, Solicitor Ceraul stated that the maintenance bond requirement does not need to be stated in the advertisement.

Chairman Smith made a motion to approve the specifications for the 2022 paving of OW road and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

Chairman Smith made a motion to authorize the advertising of the 2022 Road Project and Supervisor Huratiak seconded the motion.

Public Comment: None

Vote 3 – 0

2) PennDOT Paving Project Rt. 19

Paving is scheduled for later this year along Rt. 191 from Mud Run Road into Bangor.

3) Street Sweeping Dates Requested

Street sweeping is tentatively scheduled for the week of April 11th.

SOLICITOR’S REPORT: David Ceraul

1) Municipal Boundary Agreement between Bangor and Washington Township

Discussed under public comment.

ADJOURNMENT:

Chairman Smith made a motion to adjourn the meeting at 8:54 pm and Vice Chairman Tolino seconded the motion.

Public Comment: None

Vote 3 – 0

Respectfully submitted,

Gail Putvinski – Secretary/Treasurer
Washington Township Board of Supervisor